

1987

# La Salle University Student Handbook 1987-1988

La Salle University

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# 1988 Student Handbook



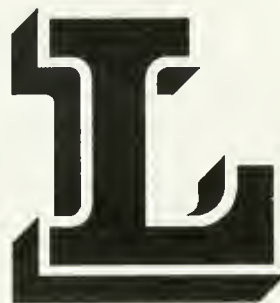
# LA

“More than buildings, more than books, more than lectures and examinations, education is a matter of people. It is the people who make up La Salle — the students, teachers, and administrators — who give the community its character.”

# SALLE

That description was written nearly thirty years ago by a first-year teacher who is today one of La Salle's most respected professors. He says the words are as true now as they were then.

We are a community, and we are pleased that you have joined us.



Because your education should be more than buildings and books and lectures, we want you to become involved in life at La Salle...experience the city's cultural resources...and have fun. This handbook will acquaint you with the key offices and administrators on campus, introduce you to our many student organizations, recommend where to go for everything from auto repairs to rock concerts, and outline the school's policies and procedures.

# UNI- VER-

If you have any questions that aren't answered on these pages, please call the Student Life Office at 951-1371. We want to help you make the most of your four years at La Salle.

# SITY





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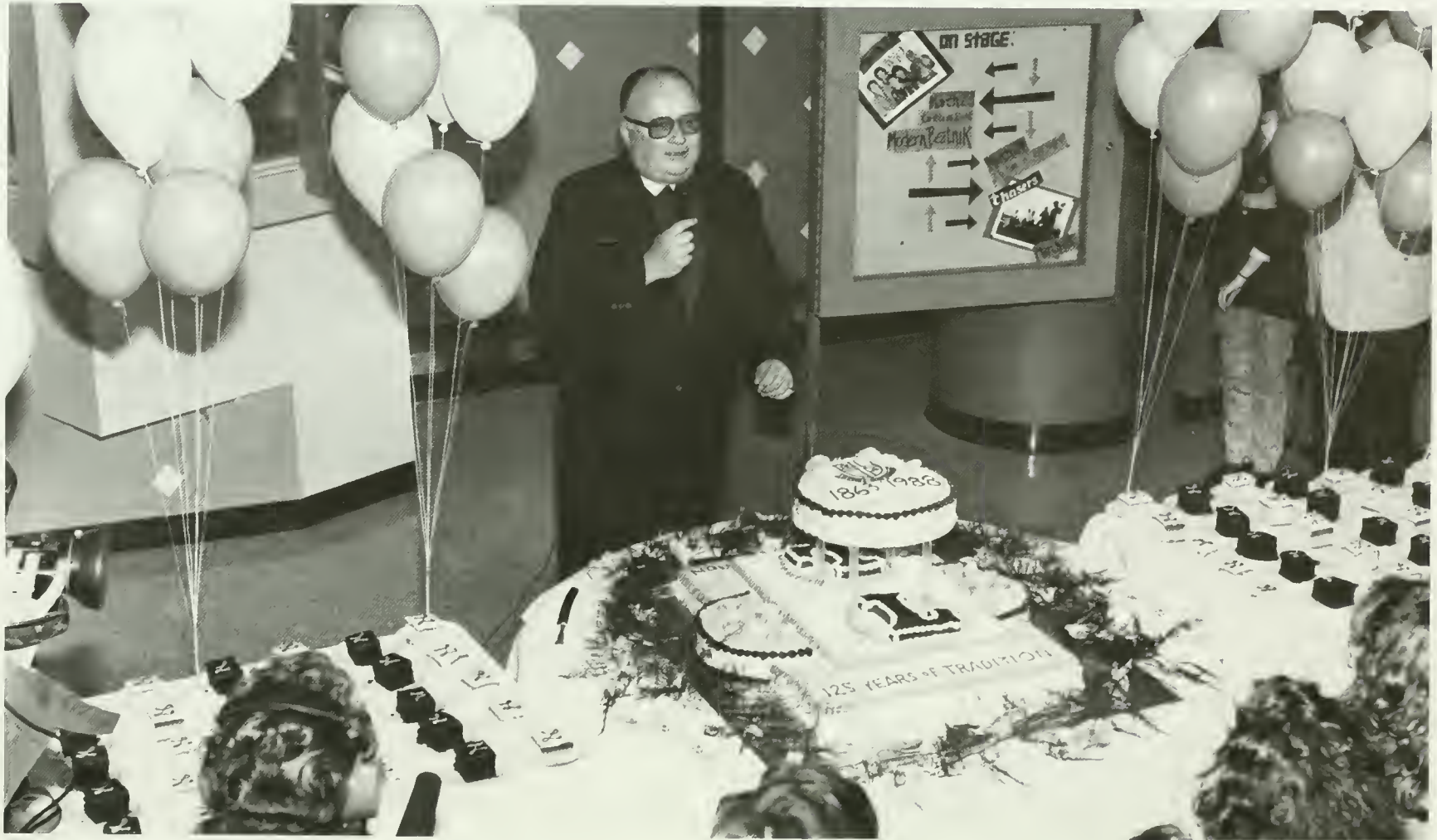
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## PEOPLE TO KNOW



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## PEOPLE TO KNOW

President	Br. Patrick Ellis, F.S.C.	Peale Estate	1010
Director of Planning	Mr. Raymond Ricci	Peale Estate	1079
Coordinator of Institutional Research	Br. Paul Scheiter, F.S.C.	Peale Estate	1428
<b>ACADEMIC AFFAIRS</b>			
Provost	Br. Emery C. Mollenhauer, F.S.C.	106 College Hall	1015
Director of Special Programs	Mr. Gerald Johnson	111 College Hall	1065
Director of Academic Computing	Dr. Stephen Longo	128 Holroyd Hall	1255
Dean, School of Arts and Sciences	Br. James Muldoon, F.S.C.	102 College Hall	1042
Associate Dean	Dr. Alice Hoersch	02 Holroyd Hall	1269
Administrative Assistant	Mr. Harry McManus	102 College Hall	1042
Dean, School of Business Administration	Dr. Joseph Kane	100 College Hall	1040
Assistant Dean	Ms. Susan Mudrick	100 College Hall	1104
Dean, Evening Division and Summer Sessions	Dr. Glenda Kuhl	110 College Hall	1240
Director of Evening Admissions	Mr. John J. King	110 College Hall	1235
Registrar	Mr. Dominic Galante	107 College Hall	1020
Assistant Registrar	Mr. Gerard Donahue	107 College Hall	1020
Chair of the Roster Committee	Br. John Owens, F.S.C.	105 College Hall	1023
Director of Admissions	Br. Gerald Fitzgerald, F.S.C.	Second Floor Benilde Hall	1500
Assistant Director	Mr. Raul Fonts	Second Floor Benilde Hall	1500
Assistant Director	Mr. Marshall Jenkins	Second Floor Benilde Hall	1500



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## PEOPLE TO KNOW

Assistant Director	Mr. Thomas Murt	Second Floor Benilde Hall	1500
Admissions Counselor	Maryhelen Driscoll	Second Floor Benilde Hall	1500
Admissions Counselor	Hollie Michie	Second Floor Benilde Hall	1500
Admissions Counselor	Vickie Mouzon	Second Floor Benilde Hall	1500
Director of Library Services	Ms. Jean Haley	Connelly Library	1285
Collection Development Librarian	Mr. John Bakey	Connelly Library	1290
Head of Reference Department	Ms. Margaret Ellen Wall	Connelly Library	1287
Media Services Librarian	Mr. Thomas Gilbert	Connelly Library	
Director of Honors Program	Mr. John Grady	Lower Level McShain Hall	1360
Director, La Salle-in-Europe	Dr. Bernhardt Blumenthal	241 Olney Hall	1200
Director Urban Studies and Community Services Center	Ms. Fasaha Traylor	Good Shepherd Trailer #2	1187
Coordinator of Audio-visual Services	Dr. John Sweeder	119 Olney Hall	1220
Director of Sheekey Writing Center	Mr. Joseph Meredith	203 Olney Hall	1299
Director of Academic Discovery Program	Mr. Robert Miedel	310 Olney Hall	1084
Curator of Art Museum	Ms. Caroline Wistar	Lower Level Olney Hall	1221
<b>DEPARTMENT CHAIRS</b>			
Accounting	Mr. Joseph Markmann	201 College Hall	1025
Biology	Dr. Norbert Belzer	212 Holroyd Hall	1245
Chemistry	Dr. Thomas Straub	310 Holroyd Hall	1263
Communication	Br. Gerard Molyneaux, F.S.C.	147 Olney Hall	1844

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## PEOPLE TO KNOW

Economics	Dr. Richard Geruson	250 Olney Hall	1178
Education	Dr. Preston Feden	258 Olney Hall	1191
English	Dr. James Butler	141 Olney Hall	1145
Finance	Dr. Lester Barenbaum	316B College Hall	1649
Fine Arts	Dr. George Diehl	346 Olney Hall	1126
Foreign Language	Dr. Bernhardt Blumenthal	241 Olney Hall	1200
Geology/Physics	Dr. Henry A. Bart	07 Holroyd Hall	1268
History	Dr. Theopolis Fair	337 Olney Hall	1101
Management	Dr. Steven Meisel	301 College Hall	1364
Marketing	Dr. Andrew Bean	302 College Hall	1728
Mathematical Sciences	Dr. Samuel Wiley	132 Olney Hall	1130
Military Science	Ltc. James Dent	McCarthy Stadium	1365
Nursing	Dr. Gloria Donnelly	M-10 Wister Hall	1431
Philosophy	Dr. Michael Kerlin	217 Wister Hall	1321
Political Science	Dr. Robert Courtney	358 Olney Hall	1107
Psychology	Dr. David Falcone	12C Holroyd Hall	1427
Religion	Dr. David Efroymson	208 McShain Hall	1335
Sociology	Dr. Alice Hoersch (Acting Administrator)	02 Holroyd Hall	1269
<b>GRADUATE PROGRAMS</b>			
Bilingual/Bicultural Studies	Dr. Leonard Brownstein	247 Olney Hall	1203

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## PEOPLE TO KNOW

Education	Dr. Gary Clabaugh	259 Olney Hall	1196
Graduate Religion	Fr. Leo Van Everbroeck, C.I.C.M.	Good Shepherd House	1350
Human Resource Psychology	Dr. John J. Rooney	117B Holroyd Hall	1282
Master of Business Administration	Mr. David Weitzel	210 College Hall	1057
Master of Science in Management	Dr. Steven Meisel	301 College Hall	1364
M.S. Nursing	Dr. Zane Wolf	M-10 Wister Hall	1432

### STUDENT AFFAIRS

Vice President for Student Affairs	Dr. Raymond P. Heath	108 College Hall	1017
Assistant to the Vice President	Ms. Nancy Brewer	306 La Salle Union	1374
Director of Academic Support Services for Student-Athletes	Ms. Joan Broderick	McShain Hall Hayman Hall	1355/ 1521
Director of Campus Ministry	Br. Charles Echelmeier, F.S.C.	Lower Level College Hall	1048
Associate Director	Sr. Margaret Kelly, R.S.M.	Lower Level College Hall	1048
Associate Director	Ms. Pamela Hayden	Lower Level College Hall	1048
Associate Director	Rev. Richard Wojnicki, O.S.F.S.	Lower Level College Hall	1048
Director of Counseling Center	Dr. Frank Schreiner	First Floor McShain Hall	1355
University Psychiatrist	Gary Glass, M.D.	Counseling Center	1355
Assistant Director	Dr. Peter Filicetti	First Floor McShain Hall	1355
Counseling Psychologist	Br. Arthur Bangs, F.S.C.	First Floor McShain Hall	1355
Counseling Psychologist	Dr. Suzanne Boyll	First Floor McShain Hall	1355
Director of Financial Aid	Mr. George Walter	First Floor Benilde Hall	1070

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## PEOPLE TO KNOW

Associate Director/Foreign Student Advisor	Ms. Wendy McLaughlin	First Floor Benilde Hall	1070
Assistant Director	Ms. Christine Tiano	First Floor Benilde Hall	1070
Financial Aid Counselor	Ms. Michele Roy	First Floor Benilde Hall	1070
Financial Aid Counselor	Mr. Michael DiLauro	First Floor Benilde Hall	1070
Director of Recreation and Intercollegiate Athletics	Mr. Robert Mullen	Second Floor Hayman Hall	1516
Assistant Director/Building Director	Mr. Thomas Meier	Second Floor Hayman Hall	1524
Assistant Director/Coordinator of Women's Athletics	Ms. Kathleen Wear-McNally	Second Floor Hayman Hall	1523
Director of Intramurals	Mr. Peter D'Orazio	Second Floor Hayman Hall	1545
Director of Sports Information and Athletic Promotions	Mr. Charles M. Yates	Second Floor Hayman Hall	1605
Assistant Director	Ms. Beth Onufrak	Second Floor Hayman Hall	1605
Aquatics Director	Mr. John Lyons	First Floor Hayman Hall	1520
Assistant Building Director	Mr. Michael Wood	Second Floor Hayman Hall	1524
Director of Resident Life	Mr. Ronald Diment	North Halls Entrance	1550
Assistant Director/Judicial Affairs	Mr. Alan Wendell	North Halls Entrance	1550
Assistant Director/Programming	Ms. Esther Mummert	North Halls Entrance	1550
Director of Student Health Services	Ms. Rosalea McLemore	St. George Hall	1565
Medical Director	Irwin W. Becker, M.D.	St. George Hall	1565
Nurse Practitioner	Ms. Laura McKenna	St. George Hall	1565
Nurse Practitioner	Ms. Patricia Malay	St. George Hall	1565
Athletic Trainer	Mr. Daniel Eck	Lower Level Hayman Hall	1519
Director of Student Life	Ms. Kathleen E. Schrader	205 La Salle Union	1371

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## PEOPLE TO KNOW

Assistant Director/Activities Programming	Ms. Francine Calafati	205 La Salle Union	1371
Assistant Director/Organization Advising	Ms. Karen Shields	205 La Salle Union	1371
Assistant Director/Union Operations	Ms. Diane Bracalente	La Salle Union Information Center	1375
<b>BUSINESS AFFAIRS</b>			
Vice President for Business Affairs	Mr. David C. Fleming	103 College Hall	1050
Comptroller	Mr. Paul V. McNabb	103 College Hall	1050
Assistant Comptroller	Ms. Constance E. Stacy	103 College Hall	1050
Bursar	Ms. Marina R. Grace	101 College Hall	1055
Director of Computer Resources	Mr. Jack Porcelli	209 College Hall	1045
Manager of Student Loan Office	Mr. John A. Metz	Lower Level College Hall	1054
Director of Personnel/Equal Opportunity Officer	Ms. Rose Lee Pauline	Good Shepherd Trailer #1	1014
Assistant Director	Ms. Susan Rohanna	Good Shepherd Trailer #1	1014
Director of Security	Mr. John P. Travers	Peale Estate — Carriage House	1310
Chief of Operations — Security	Mr. James J. Bane	Peale Estate — Carriage House	1310
Director of Food Services	Mr. Stephen C. Greb	La Salle Union Cafeteria	1388
Assistant Director	Mr. Robert F. Nyce	La Salle Union Cafeteria	1388
Assistant Director	Ms. Susan M. Dunham	La Salle Union Cafeteria	1388
Manager of BACKSTAGE/ Intermissions	Ms. Dyane Soifer Goldstein	Intermissions	1857
Director of Duplicating and Mail Services	Ms. Linda M. Ferrante	Lower Level College Hall	1534
Manager of Campus Store	Mr. Michael D. Lyons	Textbook Store/McCarthy Stadium	1397



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## PEOPLE TO KNOW

Assistant Manager	Mr. Timothy Hassall	Campus Store/La Salle Union	1395
Director of Purchasing	Mr. Kenneth G. Smith	Physical Facilities	1863
Director of Physical Facilities	Mr. Hubert A. Thomas	Physical Facilities	1315
<b>DEVELOPMENT</b>			
Vice President for Development	Dr. Fred J. Foley, Jr.	First Floor Benilde Hall	1540
Assistant Vice President for Development	Mr. John McCloskey	Peale Estate — Gate House	1085
Director of Annual Fund	Br. Charles Gresh, F.S.C.	Good Shepherd Trailer #4	1539
Assistant Director	Mr. Richard Montgomery	Good Shepherd Trailer #4	1835
Director of Alumni	Mr. James McDonald	Good Shepherd Trailer #3	1535
Assistant Director	Mr. Charles Greenberg	Good Shepherd Trailer #3	1535
Director of Career Planning and Placement	Mr. Thomas Reifsteck	1923 W. Olney Avenue	1075
Cooperative Education Coordinator	Mr. Louis LaMorte	1923 W. Olney Avenue	1075
Counselor	Ms. Donna Dwyer	1923 W. Olney Avenue	1075
Counselor	Ms. Genevieve Carlton	1923 W. Olney Avenue	1075
Director of Communications	Mr. Raymond Ulmer	Peale Estate - Gate House	1849
Director of Government Affairs	Mr. Edward Turzanski	232 Wister Hall	1391
Director of News Bureau	Mr. Robert Lyons	Second Floor Benilde Hall	1081
Assistant Director	Ms. Rosalie Lombardo	Second Floor Benilde Hall	1081
Director of Public Affairs	Br. Andrew Bartley, F.S.C.	Good Shepherd Trailer #4	1881

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## Academic Computing

In addition to operating computer labs, Academic Computing offers the following services for La Salle students: discounted sales on microcomputers and workshops in word processing, spreadsheets, and other software packages for students.

### Computer Labs:

Academic Computing operates two main labs for student use: a Humanities Lab for English, Communications, Foreign Language, and similar computer assignments and a Business/Computer Science Lab for programming, business, and statistical assignments.

The Humanities Lab is equipped with 40 Zenith (IBM PC compatible) microcomputers and 2 Apple IIe microcomputers. Facilities in the Business/Computer Science Lab include 80 Zenith (IBM PC and AT compatible) microcomputers, 20 terminals and 5 dial-up lines for Academic Computing's Prime 9955 minicomputer, and 20 terminals, 2 graphics terminals, and 5 dial-up lines for Academic Computing's 3 Masscomp 5500 supermicrocomputers.

Although these labs are primarily intended for students to complete assignments that specifically require computers, La Salle students may use the Humanities Lab for word processing or the microcomputers in the Wister Lab for spreadsheet or statistical analysis or programming for those assignments where use of a computer is not required. Accounts on the Prime and Masscomp are available only to students registered for specific Computer Science, Business, and Statistics courses.

■■■■► Humanities Computer Lab  
Olney Computer Complex (O-200)  
Monday–Thursday 8:00 a.m.–11:00 p.m.  
Friday 8:00 a.m.–7:00 p.m.  
Saturday 9:00 a.m.–7:00 p.m.  
Sunday 12:00 p.m.–7:00 p.m.  
951–1214

■■■■► Computer Science/Business Computer Lab  
Wister Computer Complex (Wister lower level)  
Monday–Thursday 8:00 a.m.–11:00 p.m.  
Friday 8:00 a.m.–7:00 p.m.  
Saturday 9:00 a.m.–7:00 p.m.  
Sunday 12:00 p.m.–7:00 p.m.  
951–1803

Summer and holiday hours will be posted in lab areas.

### Computer Sales:

Academic Computing has made special purchase arrangements for Zenith computers, and is currently offering a Zenith Laptop PC and a Zenith desktop AT, as well as printers, modems, and selected software at discount prices to La Salle students. Interested students should call for more information.

■■■■► Computer Sales for La Salle Students  
Wister Computer Complex  
951–1803

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## Workshops:

Academic Computing is currently offering workshops for La Salle students in Microsoft Word and Lotus 1-2-3 at the beginning of each regular semester. These workshops last approximately three hours and cover the basics of using these packages. Notices of times and dates are posted in lab areas and sent to faculty for announcement in classes. Students should call for more information.

■■■► Computer Workshops for La Salle Students  
951-1803

## Admissions Office

The Admissions Office encourages La Salle students to be involved in the recruiting and admissions process and encourages referring potential students to the office. The Admissions Office also uses student volunteers in various admissions activities including Open House, Discover the Difference Programs (DDP), and campus tours.

■■■► Benilde Hall — Second Floor  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951-1500

## Alumni Office

The Alumni Office coordinates the activities of the La Salle University Alumni Association and its committees, organizes class reunions, updates mailing lists and other records, and attempts to maintain

communication with some 29,000 alumni. The office is open year round.

■■■► Good Shepherd — Trailer #3 (temporary)  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951-1535

## Art Museum

The Art Museum at La Salle University opened its doors in 1976 as a cultural resource for the neighborhood surrounding the University and the University's own students. Its art collection represents the only permanent display of paintings, drawings, and sculpture of the Western tradition offered by a college museum in the area. An objective of the Museum is to develop a comprehensive collection that documents the major styles and themes of Western art since the Middle Ages.

In addition to the paintings on permanent exhibit, the Museum has a collection of Old Master prints and drawings from the nineteenth and twentieth centuries. Selections from these works, often supplemented by loans from other museums, make up temporary exhibitions held four or five times a year. Some developing specializations include portrait prints, Japanese prints, Indian miniatures, and the Susan Dunleavy Collection of illustrated and finely printed Bibles. With these varied resources, and the basic collection of paintings, the Museum's educational programs are increasingly interdisciplinary and supplement the humanities, social sciences, and other departments.

The Museum offers a unique opportunity to experience the pleasures and insights of good art in an intimate space.

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■■■■► Olney Hall — Lower Level  
Tuesday–Friday 11:00 a.m.–4:00 p.m.  
Sunday 2:00 p.m.–4:00 p.m.  
Group tours by special arrangement  
Free Admission  
951–1221

■■■■► Hayman Hall — Second Floor  
Monday–Friday 8:30 a.m.–5:00 p.m.  
951–1515

## Athletics

La Salle is committed to a strong athletic program, a commitment strengthened with the University's entrance into the Metro Atlantic Athletic Conference (MAAC) in 1983. In their first five years as a MAAC member, Explorer athletes have won the Commissioner's Cup every year for best over-all performance in MAAC championship competition and have won fourteen (14) conference championships.

La Salle University sponsors twenty-two (22) varsity sports. Two other programs, cheerleading and the pep band, are also affiliated with the intercollegiate program.

MEN (11)	WOMEN (11)
Baseball	Basketball
Basketball	Crew
Crew	Cross Country
Cross Country	Field Hockey
Golf	Soccer
Soccer	Softball
Swimming	Swimming
Tennis	Tennis
Track & Field	Track & Field
Wrestling	Volleyball

## Audio-visual Services

Audio-visual Services aids students in the understanding, use, and production of course-related audio-visual materials, i.e., overhead transparencies, audiotapes, videotapes, and slides. In addition, the department helps students reserve and schedule specific equipment needed for classroom presentations. Students who want to enhance a classroom presentation should make an appointment to receive assistance.

More detailed information concerning the equipment and services of this department can be found in the *1988-89 Audio Visual Services* brochure available in the department.

■■■■► Olney Hall — Room 119  
Monday–Thursday 8:15 a.m.–10:00 p.m.  
Friday 8:15 a.m.–4:30 p.m.  
Saturday 8:45 a.m.–4:45 p.m.  
951–1220

## BACKSTAGE/Intermissions

BACKSTAGE opened its doors to the La Salle University community in January of 1987. With the adjoining restaurant, Intermissions, it is a popular spot to relax after a night of studying or to enjoy Philadelphia's best original and cover bands. Comedians, magicians,

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and psychics have been featured and add to the club's atmosphere. A seven-foot video screen, DJ booth, and mocktail bar complete the setting. All students are encouraged to enjoy this facility and organizations are invited to sponsor events. Entertainment and programming information is available from the Assistant Director of Student Life. Facility information can be received from the manager of BACKSTAGE/Intermissions.

■■■■► Intermissions  
Lunch Monday–Friday 11:00 a.m.–2:30 p.m.  
Early Dinner Monday–Thursday 4:30 p.m.–7:00 p.m.

■■■■► BACKSTAGE/Intermissions  
Monday–Thursday 8:00 p.m.–12:00 a.m.  
Friday–Saturday 8:00 p.m.–2:00 a.m.  
Closed Sundays

### Barber Shop

Pete Paranzino has been operating the La Salle Union Barber Shop since 1939. Students, faculty, and administrators are all invited to use the barber's services.

■■■■► La Salle Union — Lower Level  
Monday–Friday 1:00 p.m.–7:00 p.m.  
951-1229

### Bursar

The Bursar's Office accepts all payments for tuition and room and board expenses. Fines, damage charges, IMPV's, commuter meal plans, etc. are paid in the Bursar's Office. Guaranteed Student Loan checks are endorsed in the Bursar's Office.

Student organizations can make deposits and withdrawals from their accounts in the Bursar's Office. Withdrawals are limited to \$100.00 per day and must have proper authorization.

■■■■► College Hall — Room 101  
September–May  
Monday–Friday 9:00 a.m.–3:00 p.m.  
June–August  
Monday–Thursday 9:00 a.m.–3:00 p.m.  
Friday 9:00 a.m.–2:30 p.m.  
951-1055

### Campus Ministry

Campus Ministry at La Salle University is people, a place, programs and, most importantly, a presence within the community. It is rooted in the University's commitment to a broad range of human and Christian values.

Campus Ministry can be an experience which will expand horizons, invite exploration, and engender the growth for which all strive as persons of integrity.

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Campus Ministry seeks to minister, and enable others to minister, with those on the campus and beyond. Campus Ministry holds a basic belief that ministry is an expression of God with us, in us, and through us -- and seeks to live that kind of life and invites others to do the same.

Campus Ministry encourages involvement in Community Service Programs, Project Appalachia, La Salle Peace Group, local volunteer opportunities, and the Committee for the Homeless. Staff are available for information on long term volunteer and religious life commitments, personal counseling, spiritual direction, and social events.

■■■■► College Hall — Lower Level  
Office: Monday–Friday 9:00 a.m.–5:00 p.m.  
Liturgies: Monday–Friday 12:30 p.m.  
Sunday 11:00 a.m. & 6:30 p.m.  
951–1048

## Campus Store

The Campus Store sells textbooks required for classes along with stationery, sportswear, reference and general reading books, candy, magazines, health aids, greeting cards, and La Salle insignia items. Texts are sold in the East Stands of McCarthy Stadium using a numbered shelf system. Lists with shelf numbers for every required text are posted each semester. All other items are sold in the Campus Store in the Union Building. The two stores will be combined in Wister Hall's first floor during the Spring Semester of 1989.

■■■■► Textbook Store (East stands of McCarthy Stadium)  
Monday–Thursday 9:00 a.m.–4:30 p.m.  
Friday 9:00 a.m.–3:30 p.m.  
Extended hours at the beginning of each semester  
951–1397

■■■■► Campus Store (La Salle Union)  
Monday–Thursday 9:00 a.m.–7:00 p.m.  
Friday 9:00 a.m.–3:30 p.m.  
951–1395

## Career Planning and Placement Bureau

The Career Planning and Placement Bureau assists La Salle students and alumni in their career planning and employment activities. The following are among the many services:

**Career Counseling** provides the opportunity to formulate or discuss educational plans and vocational goals on a one to one basis with a career counselor.

**Career Exploration and World of Work Programs** have been designed to help span the gap between the classroom and the work world through on-site observations and informal discussions with a variety of professionals and potential employers.

**Job Hunting Workshops**, covering such topics as resume writing and interviewing techniques, provide students with practical skills needed for obtaining employment.

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**Cooperative Education** alternates periods of on-campus study with off-campus employment. Thus, students gain valuable work experience before graduation, make contacts with potential full-time employers, off-set educational costs, and earn academic credit.

**On-Campus Interviews** during the senior year allow students to meet with prospective employers and interview for full-time positions.

**Credential Service** enables education majors to establish a complete record of their university careers including references, transcripts, and student teaching evaluations which can be sent upon request to any school district.


**Career Resource Center** contains information about potential employers, various career fields, and graduate and professional schools.

**Summer, Part-time, and Permanent Employment Announcements** are available to both students and alumni.

 1923 W. Olney Avenue  
 (across from College Hall entrance)  
 Monday–Friday 8:30 a.m.–4:30 p.m.  
 Monday–Thursday 6:00 p.m.–7:30 p.m.  
 951–1075


### Car Trouble

La Salle Security has jumper cables that students can borrow or they can use Security's "hot start" battery.

 24-hours  
 951–1300

### Clubroom

The Clubroom is a recreational area for students to relax between classes, eat lunch, or study. Two pool tables as well as a variety of video games are provided for entertainment.

 La Salle Union — Lower Level  
 Monday–Thursday 8:30 a.m.–9:00 p.m.  
 Friday 8:30 a.m.–12:00 p.m.  
 Closed on Weekends  
 951–1377

### Conflict Resolution Team

Conflict Resolution is a process whereby two parties attempt to resolve their differences through mediation. The La Salle Conflict Resolution Team consists of students who have received specialized training in mediation and who make this service available to the campus community. Confidentiality is strictly maintained except in life-threatening cases. To use this service, contact the Resident Life Office for a request form.

In addition, the Resident Assistants and Resident Directors receive training in conflict resolution. They may also be called upon to mediate disputes arising between roommates or the residents of a particular building.



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||||➡ Resident Life Office  
Monday–Friday 8:30 a.m.–5:00 p.m.  
951-1550

## Counseling Center

In addition to a Pre-College Counseling Program, the Counseling Center offers students continued diagnostic and counseling services. Students come to the Counseling Center for reasons as varied as people themselves. The Center's services are designed to meet a broad spectrum of needs ranging from simple requests for information to serious psychological concerns. For students uncertain about college majors or career plans, the staff is happy to assist in making sound choices based on interests and capabilities. **Sigi-Plus**, a computer-assisted career exploration tool, is available to systematically examine values, interests, and skills.

The Center also offers personal counseling and psychiatric consultation, as well as informational services about graduate and professional schools and various occupations. A drug and alcohol library is also maintained at the Center. Besides offering individual counseling, the Center also conducts group sessions on a variety of topics. Management of anxiety — particularly test anxiety — assertiveness training, overcoming shyness, self-esteem enhancement, improvement of study skills, and procrastination reduction are but a few topics that have been the focus of recent group programs.

The Counseling Center is staffed by experienced, licensed psychologists and doctoral counseling interns. Students can schedule appointments by coming to the Counseling Center or by calling the office. In the case of an emergency, students can be seen without scheduled appointments.

The Counseling Center staff maintains strict **professional standards of privacy and confidentiality**. Information about contacts with a counselor will be released only with written consent or as may be required by law.

||||➡ McShain Hall — First Floor  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951-1355

## Desktop Publishing Center

The Desktop Publishing Center assists the University's faculty, staff, administrators, and students with the production of high-quality, low-cost print communications. Services include publication design, typesetting, graphics design and artwork, and technical and foreign language word processing. In addition, students use the center, affiliated with Academic Computing's word processing lab located in Olney Hall, to prepare professional-looking resumes and cover letters inexpensively.

||||➡ Olney Hall — Room 200  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951-1907

## Development Office

The Development Office is responsible for coordinating all University fund raising efforts that make up the difference between tuition and the actual cost of education, that provide the resources for major capital projects, and that enable La Salle to offer a variety of special

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programs. The Development Office includes the Annual Fund Program (Alumni, Parents, Faculty/Staff, Friends, Corporate Matching Gifts), Foundations, Corporate and Government grants, and Planned Giving (Bequests, Life Insurance, Trusts, etc.).

Since 1980, total gifts and grants to La Salle have exceeded \$42 million, including more than \$27 million since 1985 during Phase II of the University's "Campaign for the '80's." The major gift to the University was the \$11 million commitment by John and Josephine Connelly for the construction of the new Connelly Library.



Benilde Hall — First Floor  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951–1540

## Financial Aid

The Financial Aid Office provides information concerning the various sources of assistance (i.e., grants, loans, and employment) available to La Salle students. In addition, the office provides counseling services on completing yearly applications as well as special financial circumstances.

The following is a list of important dates to help ensure the best financial assistance:

- |           |  |
|-----------|--|
| AUGUST    | Bills are mailed to students at the beginning of August. Payment is due by the first day of class. |
| SEPTEMBER | Fall 1988 invoices are due.  |

### OCTOBER

Applications for additional aid for Spring 1989 are available between October 1-15 and may be obtained at the Financial Aid Office.

### NOVEMBER

Spring 1989 Perkins National Direct Promissory Notes are mailed to students awarded a Perkins Loan.

Letters of application for the La Salle Alumni Scholarship are accepted in the Financial Aid Office.

Applications for the Charlotte Newcombe and Evening Division Scholarship for Spring 1989 are available in the Financial Aid Office.

### DECEMBER

Spring 1989 invoices are mailed the middle of the month and invoices are due the first day of Spring 1989 classes. Additional aid award letters for Spring 1989 are mailed within a two (2) week response deadline.

Institutional aid applications for the 1989-90 academic year are mailed to all students.

### JANUARY

Students who have not already received a 1989-90 PHEAA application should obtain a copy from the Financial Aid Office.

Students are advised to investigate alternative funding sources through local lending institutions, community service organizations, churches, and men's and women's clubs. The Financial Aid Office



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has information on outside scholarships. Students should check the office for application requirements and deadlines.

## FEBRUARY

Students should begin completing and submitting all aid applications to ensure prompt and thorough consideration for financial assistance. Questions regarding application procedures should be directed to the Financial Aid Office.

## MARCH

**MARCH 15TH IS THE APPLICATION DEADLINE FOR ALL LA SALLE UPPERCLASSMEN.** The La Salle Institutional Aid application must be **received** in Harrisburg by March 15th if students wish to be considered for any institutional aid including Supplemental Educational Opportunity Grants (SEOG), Perkins Loans, College Work Study, and Christian Brothers Grants. Applications received after that date will not be considered for institutional aid. Upperclassmen must file the PHEAA application. The Financial Aid Form (FAF) may not be used.

## MAY

Renewal applications for the Guaranteed Student Loan program are mailed. Copies may be obtained by contacting the original lending institutions. Students should file the GSL application and PHEAA application at this time to avoid delay in processing for the fall semester. Students must file a PHEAA application before the GSL will be processed.

## JUNE

Financial aid is packaged and students are notified of their awards by mail. Signed award letters, accepting or rejecting the aid offers, must then be returned to the Financial Aid Office within two (2) weeks. Any assistance awarded will be revoked if students fail to return acceptances by the reply dates stated in the letters.

Guaranteed Student Loan applications should be submitted by June 30th to ensure that loan checks will be received by La Salle in time to credit students' accounts.

## JULY

Promissory notes will be mailed to all students awarded a Perkins Loan. Forms should be read, completed, and returned to the Financial Aid Office by the reply date in time to credit the students' accounts.



Benilde Hall — First Floor  
Monday–Friday 8:30 a.m.–4:30 p.m.  
One night each week until 6:00 p.m.  
951–1070

## Food Service

La Salle provides a full range of food services to the campus community by operating its own Food Service Department which manages two cafeterias, a restaurant/nightspot, catering services, and vending operations.

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La Salle University Food Services offers a variety of meal plans to students. Residents are required to select the A, B, or C meal plan — an “a la carte declining balance meal system.” Meal plans operate on a computerized authorization system whereby students’ meal cards are credited with a specific sum at the beginning of the week. Costs are deducted from the balance as students purchase menu items throughout the week.

The credit week runs from Saturday through Friday. At the end of each week, all accounts are cleared; no balances are carried forward. By administering the meal plan in this fashion, the Food Service Department ensures that students will have credit balances available throughout the entire semester.

### Cafeteria A and B

Monday–Thursday	7:30 a.m.–2:30 p.m. 4:30 p.m.–8:00 p.m.
Friday	7:30 a.m.–2:30 p.m.
Saturday	8:00 a.m.–2:00 p.m.

### BACKSTAGE/ Intermissions

Monday–Thursday	11:00 a.m.–2:30 p.m. 4:30 p.m.–7:00 p.m. 8:00 p.m.–12:00 a.m.
Friday	11:00 a.m.–2:30 p.m. 8:00 p.m.–2:00 a.m.
Saturday	8:00 p.m.–2:00 a.m.

### North Dining Complex

Monday–Friday	7:30 a.m.–2:30 p.m. 4:30 p.m.–7:00 p.m.
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Saturday–Sunday	10:30 a.m.–2:00 p.m. 4:30 p.m.–6:30 p.m.
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Office  
La Salle Union — Dining Room B  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951–1388

## Hayman Hall

La Salle University invites students, faculty, and staff to expand their physical horizons through the recreational opportunities available at Hayman Hall and its adjacent facilities.

The primary purpose of the Department of Recreation and Intercollegiate Athletics is to meet physical fitness needs through athletics, intramurals, and recreation.

Hayman Hall offers the use of the following facilities:

### Third Floor

- ✦ one-twelfth mile suspended indoor running track
- ✦ completely equipped Olympic-style weight room with free weights and Universal equipment
- ✦ three (3) 94' x 50' basketball floors (or six [6] 65' x 45' small floors)
- ✦ two (2) regulation volleyball courts

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## Second Floor

- ✦ staff offices and a wrestling room equipped with gym floor and free exercise mat

## First Floor

- ✦ pool level — Six (6) lane, twenty-five (25) yard pool with diving well with two (2) three-meter and one (1) one-meter diving boards

## Lower Level

- ✦ locker room level
- ✦ equipment room with check-out desk
- ✦ two (2) singles and one (1) doubles squash court
- ✦ training room with sauna
- ✦ Adjacent to Hayman Hall is the Belfield Tennis Complex with six (6) tiered and lighted tennis courts.
- ✦ McCarthy Stadium features a soccer field surrounded by a one-quarter (1/4) mile all-weather track.

La Salle offers a wide-range of recreational and competitive athletic activities. There is an appropriate level of activity for nearly every La Salle student ranging from varsity competition to free recreation. In addition, there are popular instructional programs offered in aerobics, swimming, lifesaving, and CPR.

A current and valid student, staff, faculty, or alumni identification card is required for admission.

## Operating Schedule

Gymnasium	Monday–Friday	12:00 p.m.–9:30 p.m.
	Saturday	10:00 a.m.–5:30 p.m.
	Sunday	12:00 p.m.–5:30 p.m.
Pool	Monday–Friday	12:30 p.m.–3:00 p.m. 7:00 p.m.–9:30 p.m.
	Saturday	12:00 p.m.–4:00 p.m.
	Sunday	1:00 p.m.–4:00 p.m.
Squash Courts	Monday–Friday	9:30 a.m.–9:30 p.m.
	Saturday	10:30 a.m.–5:30 p.m.
	Sunday	12:30 p.m.–5:30 p.m.
Tennis Courts	Daily	7:30 a.m.–9:30 p.m.

Hours of operation may be altered as a result of usage demands, special events, and unforeseen emergencies. Schedule changes will be posted with as much notice as possible.

|||▶ 951-1527

## Housing and Resident Life

La Salle's residence halls offer a unique living experience to the resident student. Combining an urban environment with a closely knit, on-campus community, residential living compliments the educational function of the University in a personally rewarding manner.

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Higher education can be more than a student–teacher relationship and, at its best, is the product of interaction between the members of the entire University community. For the La Salle resident, the opportunities for this interaction are manifold. There is a consequent openness and friendliness in residence at La Salle which is noticeable and genuine.

Residence halls are staffed by live-in undergraduate and graduate students who are trained to serve as helpers, resource persons, activities and program planners, and building managers. The professional Resident Life Staff is responsible for the educational programs and management functions in the ten (10) halls and two (2) apartment complexes and is located in the Resident Life Office, North Halls Complex, forty (40) yards west of the 20th Street intersection on Olney.

To apply for housing, complete an Application for Housing, pay the \$100.00 deposit in the Bursar's Office, and submit the Application and receipt of deposit to the Resident Life Office, North Halls Complex.

### Off-Campus Housing

The Resident Life Office maintains a listing of off-campus housing accommodations and provides helpful advice to students seeking off-campus housing and/or roommates.

■■■■► North Halls Complex  
Monday-Friday 8:30 a.m.-5:00 p.m.  
951-1550

### Identification Cards

The Security Department issues photo identification cards at in-person registration and at Security Headquarters in the Carriage House of the Peale Estate. The ID card will also be used as a library card, to purchase meals, and to gain access to residence areas. The ID card must be carried at all times and must be presented upon request to any university official.

### Information-Switchboard

The La Salle University operator can be reached by dialing 951-1000 for on-campus phone numbers and connections. Campus telephone problems are also reported to the operator.

### Insurance

### Health

Health insurance is strongly advised for all students and is required for international students. Students under twenty-three (23) years of age generally can be covered under family health insurance. Information on the University-endorsed student health insurance is available at Student Health Services and the office of the Vice President for Student Affairs.

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## Personal Property

Personal property insurance is strongly advised for all resident students. The University is not responsible for lost or stolen items from residence hall rooms and apartments. Information on the University-endorsed personal property insurance is available in the Resident Life Office.

## International Student Advisor

The Foreign Student Advisor handles all aspects of compliance with immigration while international students are attending La Salle. This includes endorsement of the I-20 form for vacation travel, approval of practical training experiences, and general information regarding student visas. The Foreign Student Advisor also assists with housing concerns, adjustment problems, and information on social and cultural programs for foreign students.

## Intramurals

The Department of Recreation and Intercollegiate Athletics supports a full program of twenty (20) intramural sports or competitions (six men's, six women's and eight co-ed). Nearly 3,000 participants take part in these programs each year.

### Intramural Sports

Men	Women	Co-ed
Basketball	Basketball	2 on 2 Basketball


Touch Football	Touch Football	Foul Shooting
Softball	Softball	Golf
Volleyball	Volleyball	Volleyball
3 on 3 Basketball	3 on 3 Basketball	Squash
Tennis	Tennis	Tennis Indoor Soccer Swimming

 Hayman Hall — Second Floor  
951-1545

## Judicial Affairs

Judicial Affairs, a part of the Student Affairs Division, deals with student conduct and the student disciplinary system. The Assistant to the Vice President for Student Affairs is responsible for the University's judicial system and works with other Student Affairs staff and the Judicial Board to maintain standards of conduct.

For additional information please refer to the Disciplinary Policies and Procedures section of this handbook.

 La Salle Union — Room 306  
Monday-Friday 8:30 a.m.-4:30 p.m.  
951-1374

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## La Salle Union

The Union building is one of the centers for campus cultural, recreational, and social activities. The Union houses student organization offices, meeting rooms, a theater, and a game room. The Campus Store, BACKSTAGE, Intermissions, student cafeterias, and the Barber Shop are also located in the building. Student activities ranging from lectures and concerts to art exhibits, dances, comedy nights, and other extra-curricular programs take place during the year.

## Library

The Connelly Library was dedicated in March 1988 and opened its doors to La Salle students, faculty, and staff in August 1988. With shelving for 500,000 volumes, seating for over 1,000, and a fully automated catalog, the library offers both traditional library services and the latest in information technology. The new building not only provides attractive study spaces but also several new departments including Media Services (videotapes and cassettes), special collections, a limited number of microcomputers, and a student lounge with vending machines and coin-operated lockers. The library presently has over 300,000 volumes, 1,400 current periodical subscriptions, videotapes and other audio-visual materials, and information in electronic formats.

Reference Librarians are available most hours that the library is open to offer assistance with the collection and to provide group and individualized instruction for research papers. They can also assist students with searches of several hundred electronic data bases available through such information vendors as Dow Jones News

Retrieval. Subject-specific library instruction is given in many courses.

Students with valid identification cards with bar codes affixed are eligible to borrow books.

The library is open the following hours during the semester; hours vary during breaks and the summer. Students should call the library to verify hours.

▶ Monday–Thursday 8:00 a.m.–12:00 a.m.  
Friday 8:00 a.m.–8:00 p.m.  
Saturday 10:00 a.m.–6:00 p.m.  
Sunday 12:00 p.m.–12:00 a.m.  
951–1292

## Lost and Found

### La Salle Union

The Information Center staffs the main campus center for lost and found. A record is kept of all lost items turned in to the Information Center and all items reported missing.

▶ La Salle Union — First Floor  
Monday–Thursday 8:00 a.m.–12:00 a.m.  
Friday and Saturday 8:30 a.m.–2:00 a.m.  
Sunday 8:30 a.m.–12:00 a.m.  
951–1375

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## Resident Life

The North Halls Residence Complex Mailroom is the residence hall center for lost and found.

|||➡ North Halls Residence Complex Entrance  
Monday – Thursday 8:30 a.m. – 8:00 p.m.  
Friday 8:30 a.m. – 5:00 p.m.  
951-1699

## Mailroom and Duplicating Services

General services are available to those student organizations funded through the University.

A resume package including twenty-five (25) reproductions, blank sheets, and envelopes is available at a cost of \$10.00. Students must allow three (3) working days for completion.

Student organizations with mailbox privileges are required to pick up mail at least once a week. Mail and/or packages (composites, promotional items, and record albums) will be returned to the sender after thirty (30) days. Advisors will be notified of organizations not complying and the groups will lose mailroom privileges.

|||➡ College Hall – Lower Level  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.  
951-1038

## Residence Hall Mail Service

All resident students receive mail at the North Halls Residence Complex Mailroom located at the entrance of the North Halls Complex. Each resident is assigned a mailbox with a combination. To assure proper delivery to the residence halls, a correct address includes:

- ✦ 1. Name
- ✦ 2. Hall or Apartment and Room Number
- ✦ 3. La Salle University, Box 5150
- ✦ 4. Philadelphia, PA 19141-0150

Mail is distributed Monday through Saturday.

|||➡ North Halls Residence Complex Entrance  
Monday – Thursday 8:30 a.m. – 8:00 p.m.  
Friday 8:30 a.m. – 5:00 p.m.  
951-1699

## Meeting Rooms

Five conference rooms are available in the La Salle Union for student organizations wishing to meet in a formal setting. Policies on student organization use of facilities are detailed in the *Student Handbook* under General Student Policies. Further information and reservation forms are available at the Union Information Center.

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Lounges in the residence halls are also available for meetings or gatherings. Information and lounge reservations are available at the Resident Life Office.

### News Bureau

The News Bureau, the official outlet for all news about La Salle University, prepares and disseminates information to the local, regional, national, and international press. These include newspapers, magazines, radio, and television stations.

It is important that news pertaining to La Salle be released only by the News Bureau to maintain good media and public relations. Student organizations are strongly encouraged to contact the News Bureau with information about their events and activities.

Please allow at least two (2) to three (3) weeks notice.

||||► Benilde Hall — Second Floor  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951–1081

### Parking

The Security Department is responsible for traffic control on University property. All student vehicles must be registered at the Security Department (Carriage House on the Peale Estate) or at in-person registration in order to park in University lots. Upon registering, students will be issued a decal to be affixed on the front bumper of their vehicles. There is no fee for registering vehicles.

### Refrigerators

Compact refrigerators are permitted in residence hall rooms and will be rented to any person, office, or organization contacting the Housing Operations Manager in the Resident Life Office.

||||► 951–1550

### Registrar's Office

The responsibilities of the Registrar's Office include registration, rostering, examination scheduling, reception of grades, maintenance of academic records, recording of grades, and issuance of official transcripts.

The Registrar's Office publishes the Master Roster for the semester listing courses, times scheduled, and faculty assigned. Students then choose course selections, times, and faculty. The Bursar's Office will bill students for the courses chosen. Students who have not completed mail registration may register on campus during the week before classes begin.

The Registrar's Office publishes a final examination schedule for the Fall and Spring semesters listing when and where exams are to be administered for each course section.

The office collects final grades from faculty and distributes those grades at the close of each semester. Academic records, or transcripts, are maintained for all students on the basis of these grades. Copies of the transcript are available to students at a cost of \$2.00 per copy.

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College Hall — Room 107  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951–1020

## Dan Rodden Theater

Located off the main lobby on the first floor of the La Salle Union, the theater is the site of many programs. The drama organization, the Masque, presents at least one production here each semester. Many La Salle Entertainment Organization comedy and variety programs are produced in the theater. The “Campus Calendar,” published in the La Salle newspaper, details many of the programs scheduled in the theater throughout the semester.

## Security

The Security Office is staffed twenty-four hours a day, seven days a week providing security services, parking registration, identification card distribution, shuttle bus/escort services, medical services, and help with cars. Students may obtain photo IDs or parking decals anytime at the Security Office. The Director and his staff are available for any University-related problems concerning security and will render advice and assistance where possible.



Carriage House — Peale Estate  
24-hour availability  
Emergencies 951–1111  
Information 951–1300  
Crime/Fire Prevention Officer 951–1311  
Director 951–1310

## Sheekey Writing Center

Named in honor of Brother Edward Patrick Sheekey, the Writing Center offers free tutorials and workshops in writing and study skills to La Salle students who lack, for whatever reason and to whatever degree, the skills necessary to survive and prosper in college. The Writing Center does not provide an editing or proofreading service for papers otherwise complete. The Center seeks to impart, instead, the skills required for students to edit and proofread their own writing.

Both professional and qualified student tutors provide a full range of services and resources for students interested in improving their writing and studying abilities.

The Center is designed to offer assistance in the completion of specific projects and to provide a foundation of basic skills that carry over into every aspect of students’ academic careers and beyond.



Olney Hall 203  
Monday–Friday 8:30 a.m.–4:00 p.m.  
951–1299

## Shuttle Bus and Security Escort Service

The Security Department provides escort and shuttle services throughout the campus. Shuttle bus routes and schedules are available in the Resident Life, Student Life, and Security offices.

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## Student Advocate

The Assistant to the Vice President for Student Affairs has been designated as the student advocate. The advocate provides assistance to students who feel they have exhausted all options regarding University-related issues. Advocacy may take a variety of forms based on the particular situation. For assistance, contact the Assistant to the Vice President for Student Affairs to schedule an appointment.

■■■➡ La Salle Union — Room 306  
Monday–Friday 8:30 a.m.–4:30 p.m.  
951–1374

## Student Health Services

Commuter and resident students are eligible for care at the Student Health Services on a walk-in basis. There is always a qualified college health nurse available during office hours to provide most health care services including a self-care cold center, diagnostic testing, physical exams, and referrals. Two nurse practitioners compliment the staff providing women's health care. A physician is also available by appointment. There is no charge for care provided by a college health nurse or physician seen in the health center.

All services provided by the Student Health Services are confidential. Information is not released without students' written permission.

Emergency medical services have been arranged with Germantown and Einstein Hospitals. Students seeking treatment should present

their University identification cards and health insurance numbers at the hospital. Students are responsible for the cost of treatment.

The University physician is also available 24-hours a day, seven (7) days a week for non-life threatening emergencies and may be contacted through the resident assistant or resident director on duty.

■■■➡ St. George Hall — North Halls Complex  
(Adjacent to dining hall entrance)  
Monday–Thursday 8:00 a.m.–6:00 p.m.  
Friday 8:00 a.m.–4:00 p.m.

■■■➡ Physician's hours  
Monday, Wednesday, Friday  
12:45 p.m.–1:45 p.m.  
Appointments recommended  
951–1565

## Student Life Office

The primary goal of this office is to increase a student's personal, intellectual, social, and cultural development through involvement in activities, organizations, and programs which provide out-of-class learning opportunities. The Student Life Staff includes a Director and three Assistant Directors. Among staff responsibilities are management of the La Salle Union, advisement of various student organizations, coordination of leadership development programs, interpretation of University policies, coordination of fraternities and sororities, and administration of the student activities budget system. Student Life programs the bands, videos, and comedians in BACKSTAGE, La Salle's non-alcohol nightclub. Events are scheduled six nights a week in this attractive facility.

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La Salle recognizes that student activities are an important part of a student's education that enhance the development of social and leadership skills. All students are encouraged to participate in one or more activities and to share with other students the general program of events provided by La Salle University and the student organizations.

The Student Life Office can provide information on joining organizations or student life in general.

■■■■► La Salle Union — Room 205  
Monday–Thursday 8:30 a.m.–8:00 p.m.  
Friday 8:30 a.m.–4:30 p.m.  
951–1371

### Union Information Center

This service facility is the center for information on campus. The Union Information Center has up-to-date listings of programs held in the Union and other campus buildings and is the headquarters for lost and found, basketball tickets, and room and equipment reservations.

■■■■► La Salle Union—First Floor  
Monday–Thursday 8:00 a.m.–12:00 a.m.  
Friday–Saturday 8:30 a.m.–2:00 a.m.  
Sunday 8:30 a.m.–12:00 a.m.  
951–1375

### Urban Studies and Community Services Center

The Urban Studies and Community Services Center is dedicated to community education, community service, and neighborhood research. The Urban Studies and Community Services Center serves the community with emphasis on programs and projects to benefit the four surrounding neighborhoods of Germantown, Logan, Olney, and West Oak Lane (the “GLOW” area).

The Urban Center's purpose is to assist in the physical, social, cultural, and economic improvement of nearby neighborhoods through a variety of educational, research, and technical assistance programs. At the same time, the Urban Center aims to improve interracial understanding and cooperation between La Salle and its neighbors.

The Urban Center sponsors the Adult Learning Project (a literacy program), the Summer Youth Employment Program, and an annual Community Service Awards Banquet. It cooperates with other departments to provide internships, placements, and service opportunities for students. Interested students should contact the Center for further information.

■■■■► Good Shepherd — Trailer #2 (temporary)  
951–1187

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# STUDENT ORGANIZATIONS



La Salle University advocates participation in extra-curricular and co-curricular activities as an integral part of all students' education and development.

There are more than ninety (90) active student organizations on campus, providing an eclectic array of opportunities to participate in governance, community service, political involvement, and educational and cultural programming.

Through participation in these organizations, students may develop leadership skills, make pre-professional contacts, and explore new interests. Often these experiences become the foundation for life-long social and civic involvement.

## Student Governance

**The Students' Government Association (S.G.A.)** is the officially recognized representative of the student body. Elected members serve on nearly every major university committee. In addition, S.G.A. sponsors several annual campus events including Open House, Tuesday Night Live (the campus talent show), and the Tuition Raffle.

Each Spring, the student body elects the S.G.A. President, four (4) Vice-Presidents (Academic Affairs, Student Affairs, Business Affairs, and Public Affairs), and fifteen (15) Senators (five per class). Five (5) freshman Senators are elected in the Fall.

S.G.A. will address questions, problems, or concerns from individual students.

|||▶ La Salle Union — Room 303  
Box 719  
951-1385

# STUDENT ORGANIZATIONS

## Programming Organizations

LEO is the primary student organization providing social, educational, and cultural programs. Other organizations as a part of their purpose schedule programs of special interest.

**La Salle Entertainment Organization (LEO)** — plans and schedules campus entertainment and social events such as concerts, films, comedy, and variety acts.

|||▶ La Salle Union — Room 304  
Box 669  
951-1381

**Residence Council** — provides social and educational activities for resident students.

|||▶ St. Cassian Hall — First Floor  
Box 667  
951-1688



# STUDENT ORGANIZATIONS

**Black Students' League** — presents activities from a multicultural perspective and plays a major role in coordinating Black History Month.

■■■■➡ La Salle Union — Room 305  
Box 723  
951-1005

**Hillel** — schedules events and activities that encompass the Jewish culture and religion.

■■■■➡ Box 722

**Gender Organization at La Salle (G.O.A.L.)** — designs programs and publications dealing with gender-related issues.

■■■■➡ Box 653

## Student Media

There are several venues for student involvement in on-campus media. These organizations provide students with the opportunity to develop technical and artistic skills and to expand their creative talents.

**Collegian** — La Salle's weekly student newspaper

■■■■➡ La Salle Union — Room 307B  
Collegian — Campus Mail  
951-1398

**Grimoire** — the annual literary magazine

■■■■➡ La Salle Union — Room 305  
Box 709  
951-1005

**Explorer** — the yearbook

■■■■➡ La Salle Union — Room 300  
Box 685  
951-1380

**WEXP** — the campus carrier-current radio station

■■■■➡ La Salle Union — Room 302  
Box 698  
951-1378

**LaSpam** — the periodic newsletter of the La Salle Political Awareness Machine.

■■■■➡ Box 676

## Music/Theater/Speech

These organizations provide students with training and experience in the cultural arts.

**La Salle Singers** — the men's and women's vocal ensemble

||||➡ La Salle Union — Room 307A  
Box 701  
951-1003

**Jazz/Pep Band** — performs at on and off campus concerts and athletic events.

||||➡ La Salle Union — Room 309A  
Box 688  
951-1002

**Masque** — the theatre organization staging musical comedy and dramatic productions.

||||➡ Box 700

**Gavel Society** — La Salle's nationally ranked forensics team.

||||➡ Box 689

## Co-Curricular Organizations and Honor Societies

These organizations compliment academic pursuits by providing out-of-class experiences in a student's major.

### Co-Curricular Organizations

Accounting Association	671
American Product and Inventory Control Society	730

# STUDENT ORGANIZATIONS

American Society for Personnel Administrators	656
Association of Computing Machinery	680
Chymian Society (Chemistry)	678
Computer Science/Math Club	695
Criminal Justice Association	739
Data Processing Management Association	660
French Club	668
Financial Management Association	720
Geology Club	731
German Club	690
Graduate Business Student Organization	670
Graduate Student Association	Graduate Religion
Health Care Administration Society	661
Historical Society	691
Investment Club	734
Italian Club	693

# STUDENT ORGANIZATIONS

Marketing Association	699
Newtonian Society (Physics)	708
Philosophy Club	663
Political Science Association	707
Registered Nurses Organization	677
Risk Management and Insurance Association	684
Society for the Advancement of Management	715
Spanish Club	665
St. Thomas More Law Society	718
Student Economic Association	683
Students Concerned with Justice Education	662
Student Social Work Association	657
Ukrainian Club	735

## Honor Societies

Alpha Epsilon Delta (Pre-Med)	672
Alpha Epsilon Rho (Communication)	658

Alpha Iota (Criminal Justice)	739
Beta Alpha (Accounting)	675
Business Administration Honor Society	652
Kappa Mu Epsilon (Math)	680
Lambda Iota Tau (English)	694
Nursing Honor Society	Nursing Department
Omicron Delta Epsilon (Economics)	664
Phi Alpha Beta (Biology)	687
Phi Sigma Iota (Foreign Language)	684
Pi Delta Phi (French)	708
Psi Chi (Psychology)	710

## Fraternities and Sororities

Greek activities provide opportunities for social interaction, community service, leadership development, and recreation. Both national and local organizations have chapters on campus. All Greek social groups are coordinated through the Inter-Fraternity Sorority Council.



Inter-Fraternity Sorority Council  
Box 679

## Fraternities

Alpha Chi Rho	696
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Delta Sigma Pi (Business)	682
Phi Beta Sigma	714
Phi Gamma Delta	702
Phi Kappa Theta	704
Pi Kappa Phi	692
Sigma Phi Lambda	703
Tau Kappa Epsilon	721

## Sororities

Alpha Theta Alpha	686
Delta Phi Epsilon	655
Delta Sigma Theta	717
Gamma Phi Beta	654
Gamma Sigma Sigma	725
Phi Gamma Nu (Business)	732

## Other Extra-Curricular Organizations

Additional student organizations active on campus include

Amnesty International	726
Asian Students Intercultural Association	697
Black Residents' Support Council	724

# STUDENT ORGANIZATIONS

College Republicans	716
Committee for the Homeless	729
Council for Exceptional Children	712
Equestrian Team	Dr. Edward Domineske, Business Law Department
Evening Student Council	Evening Division
International Club	666
La Salle Christian Fellowship	706
La Salle Peace Group	728
Museum Associates	Art Museum
Ranger/Adventure	ROTC
Right to Life Committee	740
Scabbard and Blade	ROTC
Sigma Epsilon Chi/Contemporary Issues Forum	670





?? ? ? ? ? Where to Go for ANSWERS ? ? ? ? ?

## QUESTION

👤 PERSON/PLACE

✉ LOCATION

☎ EXTENSION

## ABSENCE FROM EXAMS

👤 Individual Instructors

## ACADEMIC ADVISING

### Arts and Sciences

👤 Dr. Alice Hoersch, Associate Dean

✉ 02 Holroyd Hall

☎ 1269

👤 Mr. Harry McManus, Administrative Assistant to the Dean

✉ 102 College Hall

☎ 1042

### Business Administration

👤 Ms. Susan Mudrick, Assistant Dean

✉ 100 College Hall

☎ 1040

### All Students

👤 Counseling Center

✉ First Floor McShain Hall

☎ 1355

## ACADEMIC CLUBS/ACTIVITIES

👤 Department Chairpersons

✉ See pages 4–6

## ACADEMIC DISCOVERY PROGRAM

👤 Mr. Robert Miedel, Director of Academic Discovery Program

✉ 310 Olney Hall

☎ 1084

## ACTIVITIES

👤 Ms. Kathleen Schrader, Director of Student Life

✉ 205 La Salle Union

☎ 1371

👤 La Salle Entertainment Organization (LEO)

✉ 304 La Salle Union

☎ 1381

## ADDING COURSES

👤 Registrar's Office

✉ 107 College Hall

☎ 1020

## ADMISSIONS

### Day

👤 Br. Gerald Fitzgerald, F.S.C., Director of Admissions

✉ Second Floor Benilde Hall

☎ 1500

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**Evening, Summer and Weekend Campus**

- 🎓 Mr. John King, Director of Evening Admissions
- ✉ 110 College Hall
- ☎ 1234

**AUDIO-VISUAL EQUIPMENT**

- 🎓 Dr. John Sweeder, Director of Audio-visual Services
- ✉ 119 Olney Hall
- ☎ 1220

**BASKETBALL TICKETS**

- 🎓 Season Tickets – Athletic Department
- ✉ Hayman Hall
- ☎ 1556
- 🎓 Individual Game Tickets – Information Center
- ✉ First Floor La Salle Union
- ☎ 1375

**CAMPUS MINISTRY**

- 🎓 Br. Charles Echelmeier, F.S.C., Director of Campus Ministry
- ✉ College Hall Lower Level
- ☎ 1048

**CAMPUS NEWSPAPER**

- 🎓 Mr. Michael Patterson, Editor
- ✉ 307 La Salle Union
- ☎ 1398

**CAREER AND GRADUATE SCHOOL INFORMATION**

- 🎓 Career Planning and Placement Bureau
- ✉ 1923 West Olney Avenue
- ☎ 1075

**CHANGE OF ADDRESS, PHONE NUMBER, AND/OR NAME**

- 🎓 Registrar's Office
- ✉ 107 College Hall
- ☎ 1020

**CHANGE OF MAJOR**

- 🎓 Department Chairs
- See Pages 4–6

**Arts and Sciences**

- 🎓 Br. James Muldoon, F.S.C., Dean, School of Arts and Sciences
- ✉ 102 College Hall
- ☎ 1042

**Business Administration**

- 🎓 Dr. Joseph Kane, Dean, School of Business Administration
- ✉ 100 College Hall
- ☎ 1040

## COMPUTER CENTER

### Academic Computing

- ☛ Dr. Stephen Longo, Director of Academic Computing
- ✉ Wister Lab
- ☎ 1803

### Administrative Computing

- ☛ Mr. Jack Porcelli, Director of Computer Resources
- ✉ 216 College Hall
- ☎ 1045

## CONTINUING EDUCATION FOR WOMEN (CEW)

- ☛ Ms. Edna Wilson, Director of CEW Program
- ✉ 109 College Hall
- ☎ 1060

## COOPERATIVE EDUCATION

- ☛ Mr. Louis Lamorte, Coordinator of Cooperative Education
- ✉ 1923 West Olney Avenue
- ☎ 1075

## COUNSELING

- ☛ Dr. Frank Schreiner, Director of Counseling Center
- ✉ McShain Hall
- ☎ 1355

## DEGREE REQUIREMENTS

- ☛ Department Chairs
- ✉ See Pages 4–6

### Arts and Sciences

- ☛ Br. James Muldoon, F.S.C., Dean, School of Arts and Sciences
- ✉ 102 College Hall
- ☎ 1042

### Business Administration

- ☛ Dr. Joseph Kane, Dean, School of Business Administration
- ✉ 100 College Hall
- ☎ 1040

## DISCIPLINARY/JUDICIAL

- ☛ Ms. Nancy Brewer, Assistant to the Vice President for Student Affairs
- ✉ 306 La Salle Union
- ☎ 1374

## DROPPING COURSES

- ☛ Registrar's Office
- ✉ 107 College Hall
- ☎ 1020

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## DUPLICATING

- ☎ Ms. Linda Ferrante, Director of Mail and Duplicating Services
- ✉ College Hall Lower Level
- ☎ 1038

## EMERGENCIES

### Medical

- ☎ Ms. Rosalea McLemore, Director of Student Health Services
- ✉ Student Health Services, St. George Hall, North Halls
- ☎ 1565
- ☎ Germantown Hospital and Medical Center
- ✉ Penn and Wister Streets
- ☎ 951-8000
- ☎ Albert Einstein Medical Center
- ✉ York and Tabor Roads
- ☎ 456-7890

### Security

- ☎ Security Headquarters
- ✉ Carriage House – Peale Estate
- ☎ 1111

## END-OF-YEAR ACTIVITIES (Commencement)

- ☎ Ms. Kathleen Schrader, Director of Student Life
- ✉ 205 La Salle Union
- ☎ 1371

## FINANCIAL AID

- ☎ Mr. George Walter, Director of Financial Aid
- ✉ First Floor Benilde Hall
- ☎ 1070

## FOOD SERVICES

- ☎ Mr. Stephen Greb, Director of Food Services
- ✉ La Salle Union Cafeteria
- ☎ 1388

## GRADES

- ☎ Individual Instructors
- ☎ Department Chairs  
See Pages 4-6
- ☎ Academic Deans
- ☎ Registrar's Office
- ✉ 107 College Hall
- ☎ 1020

## HEALTH PROBLEMS – Information

- ☞ Ms. Rosalea McLemore, Director of Student Health Services
- ✉ St. George Hall, North Halls
- ☎ 1565

## HONORS PROGRAM

- ☞ Mr. John Grady, Director of Honors Program
- ✉ Lower Level McShain Hall
- ☎ 1360

## HOUSING (Campus)

- ☞ Mr. Ronald Diment, Director of Resident Life
- ✉ Resident Life Office, North Halls Complex entrance
- ☎ 1550

## HUMANITIES LABORATORY (Language Laboratory)

- ☞ Mr. William McBride, Director of Humanities Laboratory
- ✉ 200 Olney Hall
- ☎ 1203

## IDENTIFICATION CARDS

- ☞ Security
- ✉ Carriage House — Peale Estate
- ☎ 1300

## INSURANCE

### Health

- ☞ Ms. Rosalea McLemore, Director of Student Health Services
- ✉ St. George Hall, North Halls
- ☎ 1565

### Personal Property

- ☞ Mr. Ronald Diment, Director of Resident Life
- ✉ North Halls Complex entrance
- ☎ 1550

## INTERCOLLEGIATE ATHLETICS

- ☞ Mr. Robert Mullen, Director of Recreation and Athletics
- ✉ Second Floor Hayman Hall
- ☎ 1515

## INTERNATIONAL STUDENT SERVICES

- ☞ Ms. Wendy McLaughlin, Foreign Student Advisor
- ✉ First Floor Benilde Hall
- ☎ 1070

## INTERVIEWS (On–Campus)

- ☞ Mr. Thomas Reifsteck, Director of Career Planning and Placement
- ✉ 1923 West Olney Avenue
- ☎ 1075

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## INTRAMURALS

- ☞ Mr. Peter D'Orazio, Director of Intramurals
- ✉ Second Floor — Hayman Hall
- ☎ 1545

## LA SALLE-IN-EUROPE

- ☞ Dr. Bernhardt Blumenthal, Director, La Salle-in-Europe
- ✉ 241 Olney Hall
- ☎ 1200

## LIBRARY

- ☞ Ms. Jean Haley, Director of Library
- ✉ Connelly Library
- ☎ 1285

## LOST AND FOUND

### Campus

- ☞ Union Information Center
- ✉ First Floor La Salle Union
- ☎ 1375

### Residence Halls

- ☞ Resident Life Mailroom
- ✉ North Halls Complex entrance
- ☎ 1699

## MAIL

### Campus

- ☞ University Mailroom
- ✉ College Hall Lower Level
- ☎ 1038

### Residents

- ☞ Resident Life Mailroom
- ✉ North Halls Complex entrance
- ☎ 1699

## MILITARY SCIENCE/ROTC

- ☞ Ltc. James Dent, Chair, Military Science
- ✉ McCarthy Stadium, West Stands
- ☎ 1365

## NURSING PROGRAM

- ☞ Dr. Gloria Donnelly, Chair, Department of Nursing
- ✉ M-10 Wister Hall
- ☎ 1430

## OFF-CAMPUS HOUSING

- ☞ Resident Life Office
- ✉ North Halls Complex entrance
- ☎ 1550

## OFF-CAMPUS PROGRAMS

- 👤 Evening Division Office
- ✉ 110 College Hall
- ☎ 1234

## PASS/FAIL OPTION

- 👤 Registrar's Office
- ✉ 107 College Hall
- ☎ 1020

## PERSONAL, ACADEMIC, AND CAREER COUNSELING

- 👤 Counseling Center
- ✉ McShain Hall
- ☎ 1355

## PHOTO COPY MACHINES

- 👤 Duplicating Department
- ✉ College Hall Lower Level
- ☎ 1038

- 👤 La Salle Union
- ✉ La Salle Union Lobby
- 👤 Library
- ✉ Every Floor (Coin or Card Operated)

## PUBLIC RELATIONS

- 👤 Br. Andrew Bartley, F.S.C., Director of Public Affairs
- ✉ Good Shepherd – Trailer #4 (temporary)
- ☎ 1881

## RADIO STATION

- 👤 Mr. Scott Dill, General Manager
- ✉ 302 La Salle Union
- ☎ 1378

## REFUNDS OF CREDIT BALANCE ON STUDENT ACCOUNTS

- 👤 Ms. Marina Grace, Assistant Comptroller for Bursar Operations
- ✉ 101 College Hall
- ☎ 1055

## RESIDENCE COUNCIL

- 👤 Mr. Alan Wendell, Advisor
- ✉ Resident Life Office
- ☎ 1550

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? ? ? ? ? **Where to Go for ANSWERS** ? ? ? ? ?



## ROOM RESERVATIONS

### Meeting Rooms

- ☞ Information Center
- ✉ First Floor La Salle Union
- ☎ 1375

### Lounges (Residence Halls)

- ☞ Resident Life Office
- ✉ North Halls Complex
- ☎ 1550

## SCHOOL RINGS

- ☞ Campus Store
- ✉ First Floor La Salle Union
- ☎ 1395

## SECURITY

- ☞ Mr. John Travers, Director of Campus Security
- ✉ Carriage House — Peale Estate
- ☎ 1310

## STUDENTS' GOVERNMENT ASSOCIATION

- ☞ Mr. Robert Walker, President
- ✉ 303 La Salle Union
- ☎ 1385

## SUMMER SESSIONS

- ☞ Dr. Glenda Kuhl, Dean, Evening and Summer Sessions
- ✉ 110 College Hall
- ☎ 1234

## SUPPLIES

- ☞ Campus Store
- ✉ First Floor La Salle Union
- ☎ 1395

## TEXTBOOKS

- ☞ Textbook Store
- ✉ McCarthy Stadium, East Stands
- ☎ 1397

## TRANSCRIPTS

- ☞ Registrar's Office
- ✉ 107 College Hall
- ☎ 1020

## TRANSFER OF CREDITS

### Arts and Sciences

- ☞ Br. James Muldoon, F.S.C, Dean, School of Arts and Sciences
- ✉ 102 College Hall
- ☎ 1042

### Business Administration

- ☛ Dr. Joseph Kane, Dean, School of Business Administration
- ✉ 100 College Hall
- ☎ 1040

### URBAN STUDIES AND COMMUNITY SERVICES CENTER

- ☛ Ms. Fasaha Traylor
- ✉ Good Shepherd — Trailer #2 (temporary)
- ☎ 1187

### VENDING

#### Food and Beverages

- ☛ Food Services
- ✉ Cafeteria B, La Salle Union
- ☎ 1388

#### Video Games and Laundry

- ☛ Resident Life Office
- ✉ North Halls
- ☎ 1699

#### Video Games (Clubroom)

- ☛ Union Information Center
- ✉ La Salle Union
- ☎ 1375

### VOLUNTEER PROGRAMS

- ☛ Ms. Pamela Hayden, Associate Director, Campus Ministry
- ✉ Lower Level College Hall
- ☎ 1387

### WITHDRAWAL FROM THE UNIVERSITY

#### Arts and Sciences

- ☛ Br. James Muldoon, F.S.C., Dean, School of Arts and Sciences
- ✉ 102 College Hall
- ☎ 1042

#### Business Administration

- ☛ Dr. Joseph Kane, Dean, School of Business Administration
- ✉ 100 College Hall
- ☎ 1040

### WORK STUDY PROGRAM

#### Application and Placement

- ☛ Financial Aid Office
- ✉ First Floor Benilde Hall
- ☎ 1070

### YEARBOOK

- ☛ Ms. Theresa Quane, Editor
- ✉ 300 La Salle Union
- ☎ 1380

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**EXPLORING PHILADELPHIA**

**Where  
to  
find . . .**





## **AUTOMOTIVE REPAIRS AND SUPPLIES**

Belfield Tire, Inc.  
5153 Belfield Avenue  
844-1179

Germantown Automotive, Inc.  
5901 Wayne Avenue  
848-3315

Midas  
5534 Wayne Avenue  
849-1300

Pep Boys  
6200 Stenton Avenue  
549-6570

R&S Auto Shop  
2156 Stenton Avenue  
548-4396

Santilli Transmission Services  
Easton and Toxony Roads, Glenside  
886-0550

## **BANKS**

Beneficial Savings Bank  
Broad and Chew Streets

First Pennsylvania Bank  
5601 N. Broad Street

Fidelity Bank  
417 W. Olney Avenue

Germantown Savings Bank  
One and Olney Plaza

Mellon Bank  
5604 N. 5th Street

Meridian Bank  
One and Olney Plaza

Philadelphia National Bank  
Adams Avenue and Tabor Road

Philadelphia National Bank  
Market Square of Chestnut Hill

## **BOWLING ALLEY**

Adams Bowling Lanes  
Adams Avenue and Foulkrod  
533-1221

## **CHURCH SERVICES**

### **Roman Catholic**

De La Salle Chapel  
College Hall — Lower Level  
Mass — Sunday: 11:00 a.m., 6:30 p.m.

Holy Child  
5220 N. Broad Street  
Mass — Saturday: 5:15 p.m.  
Sunday: 8:00 a.m., 9:00 a.m., 12:00 p.m.

Immaculate Conception  
Price and Ardleigh Streets  
Mass — Saturday: 5:00 p.m. Sunday: 8:30 a.m., 11:00 a.m.

St. Vincent  
Price and Lena Streets  
Mass — Saturday: 5:00 p.m. Sunday: 9:30 a.m., 11:30 a.m.

### **Other Denominations**

See Campus Ministry for information



## DRY CLEANING

Emerald Cleaners  
1341 W. Olney Avenue

Jin's Dry Cleaners  
5615 N. Broad Street



## EATERIES

Big Boys Pizza (will deliver)  
6240 Washington Lane  
849-3030

Blue Cave III (will deliver)  
Chew and Cheltenham Avenue  
849-4662

Burger King Restaurant  
6601 N. Broad Street

Burger King Restaurant  
Wayne and Cheltenham Avenue

Campbell's Place  
8337 Germantown Avenue  
242-2066  
(\$ ) Average entree over \$5.00

The Depot  
8515 Germantown Avenue  
247-6700  
(\$ ) Average entree over \$5.00

Explorer's Den  
Olney and Wister Street

Genaro's Steaks  
1620 W. Olney Avenue  
276-3005

Greene Hedges Restaurant  
6020 Greene Street  
844-6020  
(\$ ) Average entree over \$5.00

Kentucky Fried Chicken  
161 W. Cheltenham Avenue

Kirk's Sandwich Shoppe (will deliver)  
1320 W. Olney Avenue  
548-5660

Mario's (Sala's) (will deliver)  
1624 W. Olney Avenue  
424-1212

McDonald's Family Restaurant  
Broad and Olney Avenue

McDonald's Family Restaurant  
6100 N. Broad Street

McDonald's Family Restaurant  
5616-18 N. 5th Street

Mil-Lee's Luv-Inn Diner  
(The Sexiest Food in Town)  
Open 24 hours  
5717 Rising Sun Avenue

Oak Lane Diner  
Broad and 66th Avenue

Peppino's Restaurant and Pizzeria  
(will deliver)  
5640 N. 5th Street  
224-2488

Pippo's Restaurant  
5718 Rising Sun Avenue  
722-1434

Pizza Hut  
234 W. Cheltenham Avenue  
842-1900

Pizza Hut  
66th Avenue and Broad Street  
927-7560

Pizza Hut  
555 Adams Avenue  
742-2145

Popeye's Famous Fried Chicken  
Cheltenham Avenue and Knox



Roy Roger's Family Restaurant  
6235 N. Broad Street

Roy Roger's Family Restaurant  
Rising Sun Plaza, Adams Avenue

Sizzlers  
501 Adams Avenue  
(\$ ) Average entree over \$5.00

Town Hall Pizza (will deliver)  
5922 Germantown Avenue  
843-8400

Vasalo's Pizza (will deliver)  
5508 N. 5th Street  
924-4900

Wendy's Old Fashion Hamburgers  
Broad and Champlost

J.B. Winberie Restaurant and Bar  
8229 Germantown Avenue  
247-6710  
(\$ ) Average entree over \$5.00

## ENTERTAINMENT/CONCERTS

23 East Cabaret  
23 East Lancaster Avenue, Ardmore  
896-6420

\* Proper I.D. required

Ambler Cabaret  
43 E. Butler Pike, Ambler  
646-8117

\* Proper I.D. required

Beverly Hills Bar and Grill  
The Bourse, 5th and Market Streets  
627-0778

\* Proper I.D. required

Chestnut Cabaret  
38th and Chestnut Street  
382-1201

\* Proper I.D. required

Empire Rock Club  
Roosevelt Boulevard and Princeton Avenue  
338-6100

\* Proper I.D. required

J.C. Dobbs  
304 South Street  
928-1943

\* Proper I.D. required

Trocadero  
1003-05 Arch Street  
592-8762

\* Proper I.D. required

TICKETRON  
1-800-233-4050

## FLORISTS

Charles F. Kremp, III  
5515 N. 5th Street  
924-3020

Paris Flowers  
1331 W. Olney Avenue  
548-2727

## FOOD SHOPPING

Acme Food Market  
Rising Sun Plaza, Adams and Rising Sun Avenue

A-Plus Mini Market  
Belfield and Ogontz Avenue



Shop Rite Food Market  
One and Olney Square

Sim's Food Market  
Chew and Wister Street

Super Fresh Food Market  
Olney Plaza  
176 W. Cheltenham Avenue

## GOLF

Cobbs Creek Golf Course  
72nd and Lansdowne Avenue

Putt Putt Miniature Golf Course  
Cottman and Pennway Avenues

Walnut Lane Golf Course  
800 Walnut Lane

## HOSPITALS

Albert Einstein Medical Center  
York and Tabor Roads  
456-7890

Germantown Hospital and Medical Center  
One Penn Boulevard  
951-8000

Temple University Hospital  
3401 N. Broad Street  
221-2000

## HOTELS

Adam's Mark Hotel  
City Line Avenue and Monument Road  
581-5000

Chestnut Hill Hotel  
8229 Germantown Avenue  
242-5905

Holiday Inn  
4100 Presidential Boulevard  
477-0200

Holiday Inn  
423 Pennsylvania Avenue, Fort Washington  
643-3000

North American Motor Inn  
4444 City Line Avenue  
878-3100

Ramada Inn  
Commerce Drive, Fort Washington  
542-7930

Sheraton Executive Tower  
530 Pennsylvania Avenue, Fort Washington  
643-1111

## MOVIES

AMC Andorra Theater  
Ridge and Cathedral Avenues  
482-2133

AMC Orleans 8  
Cottman and Bustleton Avenue  
728-7575

ERIC Twin Chestnut Hill  
Market Square of Chestnut Hill  
242-1122

## PHARMACIES

Esquire Drug Co.  
5701 N. Broad Street  
424-7400

Rite Aid  
5612 N. 5th Street  
927-0366



## PHILLY FUN PHONE

568-7255

## POST OFFICE

Broad and Stenton Avenue

## ROLLER SKATING

United Skates of America  
7015 East Roosevelt Boulevard

## SHOPPING CENTERS

Hechinger Plaza  
Adams and Rising Sun Avenue

► (Septa Bus Route 18 East)

- ☆ Hechinger's
- ☆ Wear Guard
- ☆ Picway Shoe Store
- ☆ Sunshine Blues
- ☆ Erol's Video Club
- ☆ The Haircuttery
- ☆ Lee's Hoagie House

Olney Plaza  
B and Olney Avenue

► (Septa Bus Route 18 or 26 East)

- ☆ Domino's Pizza
- ☆ Holiday Hair Fashions
- ☆ Boodley's Gym
- ☆ Rite Aid
- ☆ Dollar Discount
- ☆ Super Fresh

One and Olney Square  
Front and Olney Avenue

► (Septa Bus Route 18 or 26 East)

- ☆ Meridian Bank
- ☆ Crazy Eddie
- ☆ Caldor
- ☆ Parade of Shoes
- ☆ Marianne Plus



- ☆ G&G Shop
- ☆ Fayva Shoes
- ☆ Fashion Bug/Fashion Bug Plus
- ☆ Curtains and Home
- ☆ Emperor Jewelers
- ☆ Channel Home Center
- ☆ Shop Rite
- ☆ Thrift Drug
- ☆ Accent on Animals
- ☆ Villa Pizza
- ☆ Germantown Savings Bank

Rising Sun Plaza  
Adams and Rising Sun Avenue

- (Septa Bus Route 18 East)
- ☆ Clover
- ☆ Jerry's Fruit and Deli



- ☆ House of Music
- ☆ Athlete's Foot
- ☆ 16 Plus
- ☆ Charles
- ☆ Thom McAn Shoes
- ☆ Command Performance Hair Salon
- ☆ Radio Shack
- ☆ Merit Outlet Store

- ☆ Spains Gifts and Cards
- ☆ The Camera Shop

- ☆ Royal Auto
- ☆ Philadelphia Electric Company
- ☆ Channel Home Center
- ☆ Eye Options
- ☆ Fergueson Jewelers
- ☆ Western Warehouse
- ☆ Haband
- ☆ AT&T Phone Center
- ☆ Fashion Bug/Fashion Bug Plus
- ☆ Faber's Linens
- ☆ Living Well Lady
- ☆ Better Bedding Buys
- ☆ Foot Fads
- ☆ General Nutrition Center
- ☆ Rite Aid
- ☆ Acme

## Other SHOPPING DISTRICTS/ Restaurants/Nightlife

**5th Street**  
around 5th and Olney

- Septa Bus 18 or 26 (east) to 5th Street

**Chestnut Hill**  
7600–8800 Germantown Avenue,  
NW of the University

- Septa Bus 26 (west) to Cheltenham, transfer to 23 trolley to Chestnut Hill
- Septa Bus 18 or 26 to Broad, transfer to L bus to Chestnut Hill

**Chinatown**

around 10th and Race

- Subway South to Girard, transfer to Ridge Avenue Spur to Chinatown
- Subway South to City Hall, transfer to Market Street Line (east) to 8th and Market, walk to 10th

**The Gallery**

8th–11th and Market

- Subway South to City Hall, transfer to Market Street Line (east) to 8th or 11th

**New Market/South Street**

2nd and South Street

- Subway South to Lombard, walk south to South Street, take 40 bus (east) to South Street area

**Old City area/The Bourse**

Independence Hall, 5th and Chestnut

- Subway South to City Hall, transfer to Market Street Line (east) to 5th and Market, walk to 2nd

**Roosevelt Mall**

Roosevelt Boulevard and Cottman Avenue

- Septa Bus 26 (Frankford Terminal) to Harbison and Boulevard, take 14 or 20 (north) to Cottman

- Septa Bus 18 to Five Points, take Y (east) to Cottman

**SPORTS (Event and Ticket Information)**

Eagles  
463–5500

Flyers  
465–4500/755–9700

**Phillies**

463–1000/463–6000

**76ers**

339–7600/7676

**TRANSPORTATION****Amtrak Information**

824–1600

**Greyhound/Trailway**

931–4000

**Septa Transit Information**

574–7800

**Yellow Cab Company**

922–8400

**VIDEO RENTALS****Erol's Video**

Cheltenham and Greene Street

**Erol's Video**

Hechinger Plaza

**West Coast Video**

Henry and Cathedral Avenues

**West Coast Video**

Cheltenham and Wayne Avenue

**VISITORS BUREAU**

636–1666





# SEPTEMBER '88



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra		✓ Fall 1988 Invoices are Due ✓ September 7-13 Late Registration/Roster Changes ✓ September 8-13 Room Changes — Non-traditional housing ✓ September 19-21 Other Room Changes Accepted ✓ September 26-30 RUSH WEEK!		<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b> ⇨ New Residents Check-In ⇨ New Student Orientation ⇨ Field Hockey at Temple Tournament	<b>5</b> ⇨ <b>LABOR DAY</b> ⇨ Returning Residents Check-In ⇨ New Student Orientation	<b>6</b> ⇨ Returning Residents Check-In ⇨ New Student Orientation ⇨ Women's Soccer vs. Haverford (H) 4:30 p.m. ⇨ "First Tuesday Comedy Hour" (LEO's Comedy Cellar) 8 p.m.	<b>7</b> ⇨ Classes Begin ⇨ Late Registration/Roster Changes Begin ⇨ Men's Soccer vs. Villanova (A) 7 p.m. ⇨ DYNAGROOVE (BACKSTAGE) 9:00 p.m.	<b>8</b> ⇨ Room Changes - non-traditional housing - begin ⇨ Field Hockey vs. Delaware (H) 3:30 p.m.	<b>9</b> ⇨ BERU REVUE (BACKSTAGE) 8:30 p.m. ⇨ Volleyball at Temple Invitational	<b>10</b> ⇨ Men's Soccer vs. Manhattan (H) 1:00 p.m. ⇨ Volleyball at Temple Invitational ⇨ Field Hockey vs. Lafayette (A) 1:00 p.m.
<b>11</b> ⇨ Opening Liturgy 11:00 a.m.	<b>12</b> ⇨ <b>ROSH HASHANAH</b>	<b>13</b> ⇨ Last Day - Late Registration/Roster Changes ⇨ Men's Soccer vs. Drexel (H) 3:30 p.m. ⇨ Field Hockey vs. Temple (H) 3:30 p.m.	<b>14</b> ⇨ Women's Soccer vs. Kean (A) 3:30 p.m.	<b>15</b> ⇨ Field Hockey vs. Hofstra (H) 3:30 p.m. ⇨ Women's Tennis vs. M.C.C.C. (H) 4:00 p.m. ⇨ Volleyball vs. Lafayette/Fordham (A) 7:00 p.m. ⇨ THE SHARKS (BACKSTAGE) 9:00 p.m.	<b>16</b>	<b>17</b> ⇨ Men's Soccer vs. Holy Cross (H) 1:00 p.m. ⇨ Volleyball vs. St. Peter's/Seton Hall (A) 1:00 p.m. ⇨ Field Hockey vs. Va. Commonwealth (A) TBA ⇨ Women's Soccer vs. Delaware (H) 12:00 p.m.
<b>18</b> ⇨ Field Hockey vs. Eastern Kentucky (A) TBA	<b>19</b> ⇨ Room Changes Accepted ⇨ Women's Tennis vs. Chestnut Hill (H) 4:00 p.m. ⇨ Women's Soccer vs. West Chester (A) 4:00 p.m.	<b>20</b> ⇨ Money Matters Workshop (TBA) 12:30 p.m. ⇨ Room Changes Accepted ⇨ Field Hockey vs. Textile (A) 4:15 p.m.	<b>21</b> ⇨ <b>YOM KIPPUR</b> ⇨ Room Changes Accepted ⇨ Men's Soccer vs. Lehigh (A) TBA ⇨ Women's Soccer vs. Maryland (H) 4:00 p.m.	<b>22</b> ⇨ C&L: Leo Rudnytzky (Dun) 12:30 p.m. ⇨ Money Matters Workshop (TBA) 12:30 p.m. ⇨ Volleyball vs. Allentown/Chestnut Hill (A) 7:30 p.m. ⇨ Women's Tennis vs. Rider (H) 3:30 p.m.	<b>23</b>	<b>24</b> ⇨ Men's Soccer vs. St. Joe's (H) 1:00 p.m. ⇨ Volleyball vs. Bloomsburg (H) 4:00 p.m. ⇨ Field Hockey vs. William and Mary (H) 1:00 p.m.
<b>25</b> ⇨ Volleyball vs. Kutztown (H) 1:00 p.m.	<b>26</b> ⇨ Women's Tennis vs. Gwynned Mercy (H) 4:00 p.m. ⇨ RUSH WEEK begins	<b>27</b> ⇨ C&L: Martin J. Stannard (Dun) 12:30 p.m. ⇨ Field Hockey vs. Rider (A) 3:30 p.m.	<b>28</b> ⇨ Program Planning Workshop (TBA) 3:30 p.m. ⇨ Men's Soccer vs. Seton Hall (H) 3:30 p.m. ⇨ Women's Soccer vs. Monmouth (H) 4:00 p.m.	<b>29</b> ⇨ Last Day to File P/F Option ⇨ Women's Tennis MAAC Championships	<b>30</b> ⇨ Women's Tennis MAAC Championships	



## OCTOBER '88



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra		✓ October 1-15 Additional Financial Aid Applications are Available  ✓ October 15-22 Women in the Arts Week				<b>1</b> ↔ Men's Soccer vs. Delaware (A) 1:00 p.m. ↔ Field Hockey vs. Toledo (H) 1:00 p.m. ↔ Women's Soccer vs. Army (A) 7:00 p.m.
<b>2</b> ↔ Volleyball at Big Five Classic (A) TBA ↔ Field Hockey vs. Fairfield (H) 1:00 p.m. ↔ Women's Soccer vs. Iona (A) 2:00 p.m.	<b>3</b> ↔ University Council ↔ Women's Tennis vs. Glassboro (H) 4:00 p.m.	<b>4</b> ↔ Volleyball vs. Drexel/Villanova (A) 3:00 p.m. ↔ Women's Soccer vs. Kulztown (A) 4:00 p.m. ↔ "First Tuesday Comedy Hour" (LEO's Comedy Celler) 8:00 p.m.	<b>5</b> ↔ Program Planning Workshop (TBA) 3:30 p.m. ↔ Men's Soccer vs. Temple (A) TBA ↔ Women's Tennis vs. St. Joe's (A) 4:00 p.m.	<b>6</b>	<b>7</b> ↔ Women's Tennis vs. Villanova (H) 3:30 p.m. ↔ Happy Hour (BACKSTAGE) 3:30 p.m.	<b>8</b> ↔ Men's Soccer vs. Fordham (H) 1:00 p.m. ↔ Volleyball vs. Fordham/Lehigh (H) 11:00 a.m. ↔ Women's Soccer vs. Adelphi (A) 12:00 p.m.
<b>9</b>	<b>10</b> ↔ Women's Tennis vs. Rosemont (H) 4:00 p.m.	<b>11</b> ↔ Field Hockey vs. St. Joe's (A) 4:00 p.m. ↔ C&L: Tony Auth (DRT) 12:30 p.m.	<b>12</b> ↔ Program Planning Workshop (TBA) 3:30 p.m. ↔ Women's Soccer vs. St. John's (A) ↔ Men's Soccer vs. Penn (H) ↔ Women's Tennis vs. Textile (H) ↔ Volleyball vs. Rider (H)	<b>13</b>	<b>14</b>	<b>15</b> ↔ HOMECOMING - Parent's Weekend ↔ Women in the Arts Week begins ↔ Women's Tennis at West Chester Tournament ↔ Women's Soccer vs. F&M (H) TBA
<b>16</b> ↔ HOMECOMING - Parent's Weekend ↔ Field Hockey vs. St. Louis (H) 1:00 p.m. ↔ Women's Tennis at West Chester Tournament	<b>17</b>	<b>18</b> ↔ Network '88 (CP&PB) ↔ Men's Soccer vs. Army (H) ↔ Women's Tennis vs. Eastern (H) ↔ Volleyball vs. WCU (H) ↔ Blood Drive (Clubroom) ↔ Women's Studies/C&L: The Philadelphia Trio (Dun) 12:30 p.m.	<b>19</b> ↔ Women's Soccer vs. Rutgers (A) 7:30 p.m. ↔ Red Cross Blood Drive (Clubroom)	<b>20</b> ↔ Men's Soccer vs. Iona (A) TBA ↔ Field Hockey vs. Lehigh (A) 3:30 p.m. ↔ Women's Studies/C&L: Bobby Ann Mason (Dun) 12:30 p.m.	<b>21</b> ↔ Volleyball at Hofstra Invitational ↔ Women's Soccer vs. UMBC (H) 3:30 p.m.	<b>22</b> ↔ Volleyball at Hofstra Invitational ↔ Men's Soccer vs. St. Peter's (A) TBA ↔ Women's Tennis vs. Drexel (A) 1:00 p.m.
<b>23</b> ↔ Academic Convocation ↔ Women's Soccer vs. Princeton (A) TBA	<b>24</b> ↔ Field Hockey vs. Bucknell (A) 3:30 p.m.	<b>25</b> ↔ Field Hockey vs. Ursinus (A) 2:00 p.m. ↔ Women's Soccer vs. Mercer Co. (H) 2:30 p.m. ↔ Women's Tennis vs. West Chester (A) 3:30 p.m.	<b>26</b> ↔ Men's Soccer vs. Monmouth (A) 2:00 p.m. ↔ Volleyball vs. Textile (H) 7:00 p.m.	<b>27</b> ↔ Field Hockey vs. Drexel (H) 2:30 p.m. ↔ C&L: Deidre Bair (Dun) 12:30 p.m.	<b>28</b> ↔ Volleyball at UMBC Classic ↔ Men's Soccer vs. Cleveland St. (H) 2:00 p.m. ↔ Women's Soccer vs. Marymount (H) 2:30 p.m.	<b>29</b> ↔ Volleyball at UMBC Classic
<b>30</b> ↔ Men's Soccer vs. Fairfield (A) ↔ Field Hockey vs. American (A)	<b>31</b> HALLOWEEN ↔ MID-SEMESTER HOLIDAY ↔ Field Hockey vs. Loyola (H)					

# NOVEMBER '88

What's Going On...



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra		<b>1</b> ↔ <b>ALL SAINT'S DAY</b> ↔ Field Hockey vs. Villanova (H) 2:00 p.m. ↔ Women's Soccer vs. Villanova (A) 3:30 p.m. ↔ "First Tuesday Comedy Hour" (LEO's Comedy Cellar) 8:00 p.m.	<b>2</b> ↔ Men's Soccer vs. Textile (A) TBA	<b>3</b> ↔ Senior Pre-registration ↔ Field Hockey vs. West Chester (H) 2:00 p.m.	<b>4</b> ↔ Senior Pre-registration ↔ Men's Soccer MAAC Tournament (Fordham) ↔ Happy Hour (BACKSTAGE) 3:30 p.m.	<b>5</b> ↔ Men's Soccer MAAC Tournament (Fordham) ↔ Volleyball MAAC Championships (Holy Cross)
<b>6</b> ↔ OPEN HOUSE ↔ "Better Dorms and Gardens" Contest ↔ Volleyball MAAC Championships (Holy Cross)	<b>7</b> ↔ Senior Pre-registration ↔ University Council	<b>8</b> ↔ <b>ELECTION DAY</b> ↔ Mid-Semester Grades Due ↔ Junior Pre-registration ↔ C&L: Stuart Best, clarinet (Dun) 12:30 p.m.	<b>9</b> ↔ Junior Pre-registration	<b>10</b> ↔ Junior Pre-registration ↔ Men's Basketball Yugoslavian Exhibition Game (HH) TBA	<b>11</b> ↔ Personal Development Retreat begins	<b>12</b>
<b>13</b> ↔ JUSTICE WEEK begins	<b>14</b> ↔ Sophomore Pre-registration ↔ JUSTICE WEEK: Edward Schwartz (DRT) 8:00 p.m.	<b>15</b> ↔ Last Day to Withdrawal from Classes ↔ Sophomore Pre-registration ↔ JUSTICE WEEK/C&L: Maggie Kuhn (DRT) 12:30 p.m. ↔ JUSTICE WEEK: Julian Bond (DRT) 8:00 p.m.	<b>16</b> ↔ Sophomore Pre-registration ↔ JUSTICE WEEK/C&L: Daniel Berrigan (DRT) 8:00 p.m.	<b>17</b> ↔ JUSTICE WEEK/C&L: Daniel Berrigan (DRT) 12:30 p.m.	<b>18</b> ↔ Evening: Make-up classes for Thanksgiving ↔ Freshman Pre-registration ↔ Men's Basketball at Pre-season N.I.T. vs. Syracuse	<b>19</b>
<b>20</b> ↔ Men's Basketball at Pre-Season N.I.T. (TBA)	<b>21</b> ↔ Freshman Pre-registration	<b>22</b> ↔ Freshman Pre-registration	<b>23</b> ↔ Freshman Pre-registration ↔ Residence Halls Close 5:00 p.m. ↔ Men's Basketball at Pre-season N.I.T. - Semi-Finals (Madison Square Garden) TBA	<b>24</b> <b>THANKSGIVING</b> ↔ Men's Basketball at Pre-season N.I.T. - Finals (Madison Square Garden) TBA	<b>25</b> ↔ THANKSGIVING Holiday	<b>26</b>
<b>27</b> ↔ Residence Halls Open 9:00 a.m.	<b>28</b>	<b>29</b> ↔ Women's Basketball vs. Morgan State (A) 7:00 p.m.	<b>30</b>	✓ Apply For La Salle Alumni Scholarship ✓ Apply For Charlotte Newcombe and Evening Division Scholarships ✓ November 11-13 Personal Development Retreat ✓ November 13-18 JUSTICE WEEK		

# DECEMBER '88



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra		✓ December 22–January 15 Christmas Break		<b>1</b>	<b>2</b> ⇒ Men's Basketball at ACME Boot Classic vs. Georgia Southern (A) TBA	<b>3</b> ⇒ Men's Basketball at ACME Boot Classic - Championship Round (A) TBA ⇒ Women's Basketball at Sienna Tournament
<b>4</b> ⇒ FIRST DAY OF HANNUKKAH ⇒ Women's Basketball at Sienna Tournament	<b>5</b> ⇒ University Council	<b>6</b> ⇒ 1989-90 R.A. Applications Available in R.L.O. ⇒ "First Tuesday Comedy Hour" (LEO's Comedy Cellar) 8:00 p.m. ⇒	<b>7</b>	<b>8</b> ⇒ FEAST OF THE IMMACULATE CONCEPTION	<b>9</b> ⇒ Men's Basketball at Josten's Classic vs. Penn (P) TBA ⇒ Happy Hour (BACKSTAGE) 3:30 p.m.	<b>10</b> ⇒ Men's Basketball at Josten's Classic - Championship Round (P) TBA ⇒ Women's Basketball vs. Temple (H) 1:00 p.m.
<b>11</b>	<b>12</b> ⇒ Christmas Party (BACKSTAGE) 8:00 p.m.	<b>13</b> ⇒ Fall Semester Classes End ⇒ Women's Basketball vs. Villanova (A) TBA	<b>14</b> ⇒ Reading Day ⇒ Final Exam Quiet Hours begin 12:00 p.m. ⇒ Evening: Classes End ⇒ Men's Basketball vs. St. Peter's (A) TBA	<b>15</b> ⇒ FINAL EXAMS	<b>16</b> ⇒ FINAL EXAMS	<b>17</b>
<b>18</b>	<b>19</b> ⇒ FINAL EXAMS	<b>20</b> ⇒ FINAL EXAMS	<b>21</b> ⇒ FINAL EXAMS ⇒ Residence Halls Close 6:00 p.m.	<b>22</b> ⇒ Supplementary Examination Day ⇒ Women's Basketball vs. Northwestern (H) 1:00 p.m. ⇒ H.B.F.C. ⇒ Men's Basketball vs. Villanova (A) TBA	<b>23</b>	<b>24</b>
<b>25</b> ⇒ CHRISTMAS DAY	<b>26</b>	<b>27</b> ⇒ Women's Basketball hosts La Salle Invitational (TBA)	<b>28</b> ⇒ Women's Basketball hosts La Salle Invitational (TBA)	<b>29</b> ⇒ Women's Basketball hosts La Salle Invitational (TBA) ⇒ Men's Basketball at Cotton States Classic vs. South Carolina (A) TBA	<b>30</b> ⇒ Men's Basketball at Cotton States Classic - Championship Round (A) TBA	<b>31</b>

## JANUARY '89



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> ⇨ NEW YEAR'S DAY	<b>2</b> ⇨ Women's Basketball vs. Santa Clara (A) 5:15 p.m. (Pacific Coast Time)	<b>3</b> ⇨ Fall Semester Grades Due 9:00 a.m.	<b>4</b> ⇨ Men's Basketball vs. Temple (P) TBA ⇨ Women's Basketball vs. St. Mary's (A) TBA	<b>5</b> ⇨ Women's Basketball vs. U. of San Francisco (A) 7:30 p.m. (Pacific Coast Time)	<b>6</b>	<b>7</b> ⇨ Men's Basketball vs. Richmond (P) TBA
<b>8</b>	<b>9</b> ⇨ Evening: In-person Registration	<b>10</b> ⇨ In-person Registration ⇨ Women's Basketball vs. Penn (A) 7:00 p.m.	<b>11</b> ⇨ In-person Registration	<b>12</b> ⇨ Men's Basketball vs. Fordham (A) TBA	<b>13</b>	<b>14</b> ⇨ Evening: Six Saturday Classes Organizational Meeting ⇨ Men's Basketball vs. Manhattan (P) TBA ⇨ Women's Basketball vs. Manhattan (H) 1:00 p.m.
<b>15</b> ⇨ Residence Halls Open 9:00 a.m.	<b>16</b> ⇨ Classes Begin ⇨ Late Registration/Roster Changes begin	<b>17</b>	<b>18</b>	<b>19</b> ⇨ Men's Basketball vs. Holy Cross (A) 7:00 p.m. ⇨ Women's Basketball vs. Holy Cross (A) 7:00 p.m.	<b>20</b> ⇨ Day: Last Day for Late Registration/Change of Roster	<b>21</b> ⇨ Evening: Last Day for Late Registration/Change of Roster ⇨ Men's Basketball vs. Fairfield (A) TBA ⇨ Women's Basketball vs. Fairfield (A) TBA
<b>22</b>	<b>23</b> ⇨ Men's Basketball vs. Iona (A) TBA	<b>24</b>	<b>25</b> ⇨ Men's Basketball vs. St. Peter's (P) TBA ⇨ Women's Basketball vs. St. Peter's (H) 7:00 p.m.	<b>26</b>	<b>27</b> ⇨ 1989-90 R.A. Applications Due in R.L.O.	<b>28</b> ⇨ Men's Basketball vs. Fordham (P) TBA ⇨ Women's Basketball vs. Fordham (H) 7:00 p.m.
<b>29</b>	<b>30</b>	<b>31</b> ⇨ Women's Basketball vs. St. Joe's (A) 7:00 p.m.		✓ File PHEAA Forms		<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra



# FEBRUARY '89



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> <b>A</b> Away <b>C&amp;L</b> Concert & Lecture Series <b>DRT</b> Dan Rodden Theater <b>DUN</b> Dunleavy <b>H</b> Home <b>P</b> Palestra			<b>1</b> ⇨ Men's Basketball vs. Iona (P) TBA	<b>2</b> ⇨ Black History Month/Marketing Association: Barry Williamson, "How to Succeed in the Business World" (TBA)	<b>3</b> ⇨ Last Day for Filing P/F Option ⇨ Black History Month: "A Joyful Noise" (DRT) 8:00 p.m. ⇨ Men's Basketball vs. Army (A) TBA ⇨ Happy Hour (BACKSTAGE) 3:30 p.m.	<b>4</b>
<b>5</b> ⇨ Men's Basketball vs. American (A) TBA	<b>6</b> ⇨ University Council ⇨ Women's Basketball vs. Delaware (A) 7:00 p.m.	<b>7</b> <b>MARDI GRAS</b> ⇨ "First Tuesday Comedy Hour" (LEO's Comedy Celler) 8:00 p.m.	<b>8</b> <b>ASHWEDNESDAY</b> ⇨ Men's Basketball vs. Army (P) TBA ⇨ Women's Basketball vs. Iona (H) 7:00 p.m.	<b>9</b>	<b>10</b>	<b>11</b> ⇨ Men's Basketball vs. Manhattan (A) TBA ⇨ Women's Basketball vs. Manhattan (A) 1:00 p.m.
<b>12</b>	<b>13</b> ⇨ Men's Basketball vs. Holy Cross (P) TBA	<b>14</b> <b>ST. VALENTINE'S DAY</b>	<b>15</b> ⇨ Women's Basketball vs. Holy Cross (H) 7:00 p.m.	<b>16</b> ⇨ Men's Basketball vs. Notre Dame (A) TBA	<b>17</b>	<b>18</b> ⇨ Women's Basketball vs. Fairfield (H) 1:00 p.m.
<b>19</b> ⇨ Men's Basketball vs. Fairfield (P) TBA	<b>20</b> ⇨ 1989-90 Housing Deposits Due for Returning Residents	<b>21</b>	<b>22</b> ⇨ Women's Basketball vs. St. Peter's (A) TBA	<b>23</b> ⇨ Men's Basketball vs. Florida State (P) TBA	<b>24</b>	<b>25</b> ⇨ Black History Month: Cara Van of the Arts (DRT) 8:00 p.m. ⇨ Women's Basketball vs. Fordham (A) 12:00 p.m.
<b>26</b>	<b>27</b> ⇨ 1989-90 Interest Group Housing Applications Due	<b>28</b>		✓ Black History Month ✓ African-American Art Exhibit in Art Museum		

# MARCH '89

What's Goin' On...



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra	✓ March 6-10 SPRING BREAK  ✓ March 15 Financial Aid Applications for All La Salle Upperclassmen Due		<b>1</b>	<b>2</b> ⇨ Men's Basketball at MAAC Championships	<b>3</b> ⇨ Residence Halls Close for Mid-Semester Holiday 5:00 p.m. ⇨ Men's Basketball at MAAC Championships	<b>4</b> ⇨ Men's Basketball at MAAC Championships ⇨ Women's Basketball vs. Iona (A) TBA
<b>5</b> ⇨ Men's Basketball at MAAC Championships	<b>6</b> ⇨ SPRING BREAK begins ⇨ Snow Make-up Days for Evening (if necessary) ⇨ Men's Basketball at MAAC Championships	<b>7</b> ⇨ SPRING BREAK	<b>8</b> ⇨ SPRING BREAK	<b>9</b> ⇨ SPRING BREAK ⇨ Women's Basketball at MAAC Tournament (White Plains, NY)	<b>10</b> ⇨ SPRING BREAK ⇨ Women's Basketball at MAAC Tournament (White Plains, NY)	<b>11</b> ⇨ Women's Basketball at MAAC Tournament (White Plains, NY)
<b>12</b> ⇨ Residence Halls Open 9:00 a.m.	<b>13</b> ⇨ University Council	<b>14</b> ⇨ Mid-Semester Grades Due ⇨ "First Tuesday Comedy Hour" (LEO's Comedy Cellar) 8:00 p.m.	<b>15</b> ⇨ Financial Aid Application Deadline	<b>16</b>	<b>17</b> ⇨ ST. PATRICK'S DAY ⇨ Happy Hour (BACKSTAGE) 3:30 p.m.	<b>18</b>
<b>19</b> ⇨ PALMSUNDAY	<b>20</b>	<b>21</b> ⇨ Last Day to Withdrawal from Classes ⇨ Junior Pre-registration	<b>22</b> ⇨ Junior Pre-registration	<b>23</b> ⇨ HOLY THURSDAY ⇨ Junior Pre-registration	<b>24</b> ⇨ GOOD FRIDAY ⇨ EASTER HOLIDAY ⇨ Residence Halls Remain Open	<b>25</b> ⇨ EASTER HOLIDAY
<b>26</b> ⇨ EASTER SUNDAY	<b>27</b> ⇨ EASTER HOLIDAY	<b>28</b>	<b>29</b> ⇨ Sophomore Pre-registration ⇨ 1989-90 Room Reservation Lottery	<b>30</b> ⇨ Sophomore Pre-registration ⇨ 1989-90 Room Reservation Lottery	<b>31</b> ⇨ Sophomore Pre-registration	

# What's Goin' On . . .

## APRIL '89



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & Lecture Series DRT Dan Rodden Theater DUN Dunleavy H Home P Palestra						<b>1</b>
<b>2</b>	<b>3</b> ⇔ University Council	<b>4</b> ⇔ Freshman Pre-Registration ⇔ "First Tuesday Comedy Hour" (LEO's Comedy Cellar) 8:00 p.m.	<b>5</b> ⇔ Freshman Pre-registration	<b>6</b> ⇔ Freshman Pre-registration	<b>7</b> ⇔ Freshman Pre-registration ⇔ Happy Hour (BACKSTAGE) 3:30 p.m.	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> ⇔ SPRING FLING
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> ⇔ Spring Semester Classes End	<b>29</b> ⇔ Evening: Spring Semester Classes End ⇔ Final Exam Quiet Hours begin 12:00 p.m.
<b>30</b>						

**MAY '89**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY</b> A Away C&L Concert & DRT Lecture Series Dun Rodden Theater DUN Dunleavy H Home P Palestra	<b>1</b> ⇔ FINAL EXAMS	<b>2</b> ⇔ FINAL EXAMS	<b>3</b> ⇔ FINAL EXAMS	<b>4</b> ⇔ FINAL EXAMS	<b>5</b> ⇔ FINAL EXAMS ⇔ Residence Halls Close 6:00 p.m.	<b>6</b> ⇔ Evening: FINAL EXAMS
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> ⇔ BACCALAUREATE LITURGY
<b>14</b> ⇔ COMMENCEMENT ⇔ MOTHER'S DAY	<b>15</b> ⇔ Spring Semester Grades Due 9:00 a.m.	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> ⇔ ALUMNI REUNIONS
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			







## **I. UNIVERSITY GOVERNANCE**

La Salle University has more than 5,000 students in day and evening classes, some 406 full- and part-time faculty and 170 administrators, and alumni numbering over 29,000. A community this large needs a certain number of administrative arrangements and operational procedures to make it work. Students should understand these processes, etc. to benefit from their experiences and also to assume their significant role in the governance of the University.

### **Student Participation in Institutional Governance**

An organizational structure has been developed which recognizes that the three primary constituencies of the University — students, faculty, and administration — have major roles to play in governing the University, and that a formal communication system is essential for effective operation.

The University has established a system of decision making by which final decisions are made at the lowest level of administration consistent with the concept of interested representation and collegiality. It is through this system that students play a role in governing the University.

### **The President**

The Board of Trustees has final legal authority for all University business. However, it is the President who, as Executive Officer of the Board, carries final authority for day-to-day operational policies and decisions. The President is the chief officer of the entire institution, the official representative of the University to its various publics, and the administrator who has overall responsibility for planning, supervising, managing, and evaluating the work of the University.

### **University Council**

In formulating University policy and in making major operational decisions such as on budget matters, the President enjoys the col-

laborative assistance of University Council, a body composed of three student representatives appointed by the Students' Government Association; three faculty members, appointed by the Faculty Senate; the Director of Planning; three Academic Deans; the Provost; and the three Vice Presidents. The guiding concept behind this collaborative arrangement at La Salle is referred to as "President-in-Council." The President has final authority for approving new policies and for changing old policies; however, such actions can be taken only after review with Council.

### **Provost and Vice Presidents**

The University is organized into four areas, headed by the Provost and three Vice Presidents. These officers report directly to the President. The responsibility of each area is evident in its name: Academic Affairs, Business Affairs, Development, and Student Affairs.

**The Provost** has primary responsibility for curriculum and instructions. The Provost is assisted principally by the Deans of the School of Arts and Sciences, the School of Business Administration, and the Dean of the Evening Division and Summer Sessions. Assisting the Deans are the Academic Department Chairs, Registrar and the Directors of Admissions, Library, and Roster Offices.

**The Vice President for Business Affairs** is responsible for administering fiscal programs and the physical plant. The Vice President is assisted by a Comptroller and the Directors of the Campus Store, Computer Resources, Food Services, Mail and Duplicating Services, Personnel, Physical Facilities, and Security.

**The Vice President for Development** is charged with the task of directing the University's fund raising programs and of communicating its policies and goals to its many publics. The area includes the Directors of Annual Fund, Planned Giving, Public Affairs, Alumni, News Bureau, Communications, Career Planning and Placement, and their staffs.

**The Vice President for Student Affairs** is responsible for administering student life programs outside the classroom, student services, and student discipline. Under the Vice President's direction, religious, psychological, social, cultural, and recreational programs

are conducted; services are provided in the areas of resident life, counseling, health, and financial aid and a judicial system for adjudicating violations of University regulations is administered. The Vice President is assisted by the Assistant to the Vice President for Student Affairs and the Directors of Academic Support Services for Student-Athletes, Recreation/Athletics, Campus Ministry, Counseling Center, Financial Aid, Health Services, Resident Life, and Student Life.

## Committees

Committees have been established in each administrative area in order to assure the participation of all constituencies; accordingly, provision is made on all standing committees of the University to reflect the views of students, faculty, and administration. Except for those committees whose chairs are designated ex-officio, committees select a chair from among faculty and administration members at the beginning of each academic year.

The Students' Government Association appoints the students who sit on all standing University committees (with the exception of the Residence Hall Advisory Board).

Following is a partial list of major standing committees that are of primary concern to students.

**Academic Department Boards:** Students are offered the opportunity to participate in decisions regarding academic life through membership in academic department boards. Although each academic department may organize in its own manner, typically these boards consider such things as curriculum revision, teacher evaluation, tenure and advancement in rank, and general academic concerns.

**Activities Funding Board:** The Activities Funding Board has been established to assist the Director of Student Life in administering student organization accounts.

The duties of the Board include reviewing budgets of all student organizations requesting or receiving institutional funding, hearing the funding requests of new student organizations, annually recommending and submitting budget appropriations for regularly funded or-

ganizations, hearing requests of student organizations desiring funds which exceed annual budget allotment and providing financial assistance for new programs, arbitrating disputes related to student organization accounts, and recommending to appropriate University authorities modifications or additions to the way in which funds are secured for student organizations.

*(Approved by Student Affairs Committee, April 27, 1971.)*

The membership includes three faculty members appointed by the Faculty Senate, three student affairs administrators, six students appointed by the Students' Government Association, and the Assistant Director of Student Life for organization advising (ex-officio and chair).

**Athletics Committee:** The Athletics Committee is an advisory body to the Vice President for Student Affairs on the athletic policy for male and female intercollegiate and collegiate (intramural and club) sports. Its purposes are to review and advise on policies guiding University athletic programs for men and women, and to ensure that the implementation of athletic policy adheres to University policy and to the regulations of the conferences to which the University belongs.

The Committee is responsible for recommending the appointment and termination of the Athletic Director, Assistant Directors, and head coaches. In the conduct of its work, the Committee receives regular reports of intercollegiate and collegiate athletic activities from the Athletic Director.

The Committee is composed of one student affairs administrator, six faculty members, two students, two alumni, and the Sports Information Director (ex-officio).

**Food Service Committee:** The Food Service Committee is advisory to the Director of Food Services for the purpose of maintaining a formal communication link between the food service administration and the various constituencies which it serves. It shall provide the Director of Food Services with a forum to receive advisory information to aid in formulating departmental policy and operating procedures.

The Committee shall comprise the Director of Food Services, who will serve as chair; the Assistant Director of Food Services or one of the



Food Services managers, appointed by the Director of Food Services; a Resident Life staff member, appointed by the Director of Resident Life; one faculty representative, appointed by the Faculty Senate; one Day School student (preferably a commuter), appointed by the Students' Government Association; one Evening Division student appointed by the Evening Division Student Council; and two students appointed by the Residence Council. Should the Evening Division Student Council fail to appoint a representative, the position will revert to the Students' Government Association for appointment.

**Judicial Board:** The purpose of the Judicial board is to adjudicate cases involving violation of the university rules and regulations. Membership includes five faculty members and fifteen students. A panel of four students and one faculty member is drawn from the available Board members to hear a case. The fifteen student members of the Board are appointed by the Students' Government Association after consultation with the current Board members. The five faculty members of the Board are appointed by the Faculty Senate.

**The Residence Hall Advisory Board:** The Residence Hall Advisory Board comprises two residence hall student staff members (one first year member and one second year member) elected from within the staff group; three students at large appointed by Residence Council; the President of Residence Council; one Resident Director selected by the staff; two Resident Life professional staff members; one Student Life staff member; one Food Service member; one faculty member; and the Director of Resident Life (ex-officio and chair).

**Security Advisory Committee:** The Security Advisory Committee advises the Director of Security and the Vice President for Business Affairs on matters related to security and provides an avenue of communication for concerns and suggestions from all areas of the University.

The Committee shall comprise the Director of Security, who will serve as chair; one faculty representative appointed by the Faculty Senate; three students one each appointed by the Residence Council, Students' Government Association and the Evening Division Student Council respectively; and one administrator from each area of the University, appointed by the area Vice Presidents and the Provost.

**Student Affairs Committee:** The Student Affairs Committee is an advisory board to the Vice President for Student Affairs and is primarily concerned with assisting in the formulation and review of major policies governing student life outside the classroom. The Committee meets regularly to acquaint the Vice President for Student Affairs with its views on matters within the Student Affairs area which require attention and/or to consider questions on which the Vice President for Student Affairs seeks its advice or aid in the discharge of his decision-making responsibilities. In addition to policy review and formulation, the Committee has authority to review and make recommendations concerning all Student Affairs services, activities, and regulations. Any policy relating to issues under the charge of the Student Affairs Committee, whether a new policy, a revision of previous policy, or an addition of a heretofore unpublished policy, must be submitted to the Student Affairs Committee for consultation and a vote prior to its inclusion in the *Student Handbook*. The proposed policy change/addition should be presented in the form that is to appear in the published handbook or appropriate insertions. The Student Affairs Committee may suggest actions to University Council on student life matters.

The Committee comprises three student affairs administrators, three faculty members, six students, and the Vice President for Student Affairs (ex-officio and chair).

**Student Press Committee:** The Student Press Committee has been established to create and maintain an environment in which high quality student publications might most effectively benefit the entire University community. The Committee formulates general policies for the student newspapers and advises the Vice President for Student Affairs on matters in that domain.

The Student Press Committee will be composed of the following ten voting members: Day *Collegian* Editor, (ex-officio), WEXP station manager, (ex-officio), two at-large student members, neither of whom should be a member of any publication/station whose editors/manager sit (ex-officio) on this committee, three faculty members to be appointed by the Faculty Senate, one administrator to be appointed by the Vice President for Student Affairs, the *Collegian* Advisor, and the WEXP advisor.



## II. GENERAL STUDENT POLICIES

### Academic Freedom Rights for Registered Students

#### INDIVIDUAL RIGHTS

##### Disclosure of Information under the Family Educational Rights and Privacy Act.

1. Each and every registered student of the University (hereafter "a student") has the right to review his or her own educational records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents' confidential statements, and psychiatric and other medical records. However, psychiatric and other medical records may be reviewed by a physician or other appropriate professional of the student's choice.
2. A student has the right to place in his or her own educational records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at the student's request.
3. A student has the right to waive his or her right of access to any materials in his or her own educational records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.
4. A student has the right to refuse access to his or her own educational records, or to any item contained therein, to any person

or agency not authorized under the Act. Those who are authorized under the Act include school officials and faculty who have a legitimate educational interest, officials of other schools in which a student seeks to enroll, and certain federal and state educational agencies.

5. A student has the right to request that his or her own educational records be amended if they are inaccurate, misleading, or violate his or her privacy or other rights. If the request is denied, the student is entitled to a hearing according to established University procedures.
6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection in the office of the Registrar.

#### Curricular Standards

1. A student shall have the right to pursue any course of study available within the University, providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
3. A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have the right to have his or her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.

5. **Final Grades.** If a student believes that his or her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgement on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection.

- a. The student must initiate the complaint procedure within the first two weeks of the next regular semester.
- b. After receiving an explanation from the instructor in the course, the student may make a formal complaint to the instructor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.
- c. If dissatisfied with the explanation that has been given, the student may appeal to the head of the relevant department.
- d. The student has a further appeal to the appropriate Dean, who will:
  - (1) Request a written statement from the student which shall contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested.
  - (2) Advise and assist the student in a further attempt to resolve the problem at the personal level.
- e. If the student remains dissatisfied with the explanation that has been given, the student may initiate a formal appeal.
  - (1) The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the Dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and read a judgement on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum

(Dean or Committee) shall substitute his, her, or its academic judgement for that of the instructor; but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.

- (2) If a committee is to be established, the Dean shall appoint the committee, consisting of two students and three faculty members. Two of the faculty members shall, if possible, be from the department responsible for the subject in which the grade was given, and the third from some other discipline.
- (3) Should the designation of the review body (Dean or Committee) be delayed beyond a reasonable time, then the committee structure described in item (2) above will be convened and the question heard.

f. If it is found that the grade given was neither biased, whimsical, nor capricious, the case shall be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (Dean or Committee) shall direct that a notation be entered on the student's transcript that the grade "had been questioned for cause and the recommendation had been made that it be changed because of apparent bias, whimsy, or caprice."

The original grade, however, will remain a part of the transcript.

6. A student shall be promptly informed if he or she is placed on any form of academic censure.

### **Speech and Expression of Opinion**

1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
2. A student participates in student organizations and activities in his or her own time, and by his or her own decision. No stu-

dent shall be penalized for any such participation, but neither shall any student claim indulgence from academic obligations by virtue of such participation.

## **COLLECTIVE RIGHTS**

1. Students shall have the right, through their representatives, to participate with full privileges, together with faculty and administration, in the development of both University departmental curricula through University Council and Academic and Department Committees and Boards.

2. Students shall have the right to express an opinion in decisions regarding the evaluation, tenure, and promotion of faculty and department heads.

The University promises to listen to such opinion, if rendered in good faith. However, the University will not be bound by student opinion in such decisions nor will failure to secure such opinion constitute a ground for complaint by a faculty member who has not been re-hired, promoted, given tenure, or made department head.

3. The University shall establish and adhere to nondiscriminatory policies of equal opportunity to all academic facets of the University.

## **Academic Responsibilities of Registered Students**

### **INDIVIDUAL RIGHTS**

#### **University Regulations**

Students are responsible for acquainting themselves with the academic regulations of the University as outlined in the **Student**

**Handbook** and the University Bulletins. Ignorance of the regulations does not excuse any student from their application.

#### **Provision of Information**

Students are responsible for supplying standard information, when required by the University, on their own personal background and academic history, in a clear, complete, and accurate manner. Misrepresentation in this respect is a serious matter.

#### **Curricular Standards**

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines, and for proper behavior during classes.
2. Students are responsible for the integrity of their academic work. In this regard plagiarism is a serious violation. Plagiarism is defined as the presentation of the ideas of another as one's own. Any use of another's ideas without proper acknowledgement is plagiarism.

#### **Speech and Expression**

In the exercise of their rights of free speech and expression, students should respect the sensitivities and the corresponding rights of others.

#### **Collective Responsibilities**

Students are responsible for honoring the obligation they assume when accepting positions on collegiate committees and boards.

*(Approved by Academic Affairs Committee, October 6, 1978.)*

### **Pre-Registration Procedure**

Pre-registration takes place during November and March each year. Complete information about the registration lottery and the advisement process are mailed to each enrolled student approximately one week before each class registers. Schedules of classes are available in the Registrar's Office and in the office of the department chairs.



All students are asked to complete a pre-registration form by listing a roster of classes for the next semester. The form must then be reviewed and signed by an academic advisor before it is submitted to the Registrar's Office. In addition, any outstanding financial responsibilities on the part of the student can prevent a student's rostering for classes for the next semester. Students are asked to see that these are cleared before pre-registration.

### **Change of Courses**

Until noon of the fifth day of each Fall and Spring semester, a student may make a change in his/her roster, provided that classes being added have not reached their capacity.

### **Repeated Courses**

Students are responsible for reporting to the Registrar's Office any course in which the student is enrolled that is being repeated in any given semester. If a student repeats a course, only the higher grade is counted in the academic index. However, the previous grade(s) will remain on the academic record of the student. A student may not repeat a course more than once without permission from the dean.

### **Pass/Fail Option**

Students may take free electives under a pass/fail option. If they indicate this option to the Registrar within three weeks after the course begins, the grade for the course will be recorded as S or U. Such grades will not affect the cumulative index, but semester hours graded S will be counted toward the total required for graduation.

### **Graduation Application**

Students are responsible for filing an application for degree with the Registrar one year before the expected date of graduation.

### **Withdrawal from the University**

Under certain circumstances, the student who withdraws may receive a partial refund on his/her tuition. Information on terms and conditions is available on the student's invoice. There are no exceptions to these terms and conditions. Additional inquiries may be directed to the Bursar's Office.

### **Financial Delinquency**

A student who is financially delinquent forfeits the privilege of attending class. A student who is financially delinquent at the close of a term is not permitted to complete registration for a succeeding term unless his/her account is settled.

### **Student Records**

As custodian of student records, the University assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the University accepts responsibility for exercising effective care and concern in recording and disseminating information about students. Student records are released only to appropriate authorities within the University, except when the student has given his formal consent, or when the safety of the student and others and/or property is endangered.

### **Disciplinary Records**

Disciplinary Records are for internal use only and are not made available to persons outside the University except on formal written request of the student involved. Disciplinary information is not included on University transcripts. Intra-university use is at the discretion of the Assistant to the Vice President for Student Affairs, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Assistant to the Vice President assumes the responsibility of maintaining the confidentiality of disciplinary records and for



destruction of such records, with the exception of cases in which the sanction of Suspension or Dismissal was imposed, five years after the student has graduated or withdrawn from the University.

## ***Access to Educational Records and Rights to Privacy***

Congress in 1974 enacted legislation — Public Law 93-380, commonly referred to as the Buckley Amendment — which is intended to protect students from having incorrect information contained in their school files and which also is intended to limit who may have access to their educational records. In compliance with the law, La Salle University is prepared to assist students who wish to review their records or who have questions about the law.

Public Law 93-380 specifically requires that students and parents of dependent students be permitted to examine official University educational records which contain information used in making decisions or recommendations about students. These records include those normally maintained by the major department, academic dean, Assistant to the Vice President for Student Affairs, Registrar, and Business Offices. Each University office and department having such records has an established procedure for a student to review his/her official records and to challenge the accuracy of them. A STUDENT MUST MAKE A FORMAL REQUEST TO EXAMINE HIS RECORDS. Material may be permanently removed from a student's file when mutual agreement is reached by the promulgator of the information and the student or when the results of a formal hearing called for this specific purpose direct this action.

Instructor's notes, campus security records, psychiatric, psychological, and medical records, parents' financial statements, and material to which the student has waived his/her right of access in writing are among the records exempted by the law from examination.

Public law 93-380 also limits who outside the University may have access to a student's records. Except as provided by law, educational records may not be transmitted to individuals or agencies outside of the University without the student's written consent. STUDENTS,

THEREFORE, ARE EXPECTED TO GIVE WRITTEN PERMISSION WHEN REQUESTING THE UNIVERSITY TO FORWARD RECORDS TO OFF-CAMPUS PERSONS, AGENCIES, OR INSTITUTIONS. The law permits the University to release without permission such information as a student's name, dates of attendance, major field, participation in officially recognized activities and sports, and degrees and awards received.

## **Identification Cards**

All students are photographed for an identification card when first entering the University. The ID is non-transferable (individuals loaning their ID's to other students or to non-students are subject to disciplinary action) and is carried whenever on campus and presented upon request to University administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. A valid ID is required to use the facilities of Hayman Hall.

The ID is intended to last throughout the four years; a replacement fee is charged for the production of a new card.

*(Approved by Student Affairs Committee, Spring 1980.)*

## **Computer Usage**

All computer users must practice ethical behavior in their computing activities. Abuse of computer access privileges is considered to be a serious matter. The computing resources are provided for the use of staff, faculty, and students who are currently enrolled in courses approved or designated as requiring computer resources. The privileges of use by a student is not transferable to another student, to an outside individual, or to an outside organization. The theft or other abuse of computer time or facilities is not different from the theft or abuse of other University property, and violators of the computing privilege will be subject to disciplinary action. This includes, but is not limited to:

1. unauthorized entry into a file, either to read or to change
2. unauthorized transfer of files
3. unauthorized entry into a network
4. unauthorized use of another individual's computer account
5. use of computing facilities to interfere with the work of another student
6. use of computing facilities to send obscene or abusive messages
7. use of computing facilities for frivolous activities during times of high demand.

Persons are to conduct themselves in a professional manner and to accomplish tasks as expeditiously as possible. For reasons of security the University retains the right to review programs and files contained within the computing resource(s). Computer services allocated to individuals through their user numbers should be respected by all as private and valuable property for academic pursuits. Users are responsible for their own user names and the security of their passwords and for the activities of anyone using them. Use of the computing privilege to interfere with the normal operation of University computing systems or of any other system accessible through the University's system is prohibited and is subject to disciplinary action.

*(Approved by Student Affairs Committee, April 2, 1984.)*

### **Demonstrations**

University Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the University community who acts to prevent invited lecturers from speaking, disrupts University operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force.

*(University Council, December 5, 1967.)*

The University recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the University. When such is the case, the University insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of the University's affairs. At the same time, the University for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

### **Veterans**

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Registrar's Office. The Registrar's Office will certify the Veteran's enrollment and attendance for each term to the Veteran's Administration. If the Veteran withdraws, and returns to the University at a later term, the Veteran must notify the Registrar's Office in writing of the request to again be certified to the Veteran's Administration. Veterans are required to satisfy their financial obligations to the University in the same manner as all other students.

### **Alcoholic Beverages**

La Salle University encourages and seeks to maintain an academic environment in which individual rights are respected and the health, safety, and welfare of the total community is promoted. In keeping with these objectives, the following policy, drawn from the Pennsylvania Crimes and Liquor Codes as recently revised, governs the possession, sale, and consumption of alcoholic beverages on the University campus:

No person less than twenty-one (21) years of age shall purchase, consume, possess, or transport or attempt to purchase, consume, possess, or transport any alcohol, liquor or malt or brewed beverages on University property or at any University sponsored events. No student or University employee shall transfer or possess a registration card or other form of identification for the purpose of falsifying age



to secure any alcohol, liquor or malt or brewed beverages. Nor shall any student or University employee sell, furnish, allow to possess, or give any alcohol, liquor or malt or brewed beverages, or permit any alcohol, liquor or malt or brewed beverage to be sold, furnished, allowed to be possessed, or given to any person under twenty-one (21) years of age.

The University does not prohibit the lawful possession or moderate consumption of alcoholic beverages by students twenty-one (21) years of age or older. This should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be subject to disciplinary action, regardless of age. The University does not permit unauthorized use of alcoholic beverages in the academic buildings, or in the public areas of Residence units, the La Salle Union, other University controlled facilities, or at University sponsored functions on or off campus.

**The University strongly encourages students, faculty, and staff to understand the Pennsylvania Crimes and Liquor Codes and the substantial penalties which may result from the violation of this code.**

*(Approved by Student Affairs Committee, Spring 1980.)*

### **Guidelines for the Individual Consumption of Alcohol**

The sale, service, possession, and consumption of alcoholic beverages are regulated by federal and state laws, local ordinances, and University policy. All members of La Salle University are expected to abide by these laws, ordinances, and policies.

A student of legal age may consume alcohol on campus as long as such consumption does not interfere with the rights and privileges of other community members. Students of legal age are permitted to drink alcohol only at registered events or in the privacy of residence hall rooms or apartments. Unauthorized consumption or possession

(which includes bringing alcohol to any event) in any campus facility or location is not permitted. The specific guidelines for consumption of alcohol on the La Salle University premises are as follows:

1. Where alcohol is permitted, doors must be kept closed, since an open door causes a room to be considered a public area (Apartment stairways are considered public areas.);
2. When alcohol is present, the number of residents and guests may not exceed a total of eight (8) in a residence hall room and twelve (12) in an apartment;
3. La Salle students will be held accountable for the behavior of their guests. This includes ensuring that minors do not consume alcohol and that alcohol is not carried from the room;
4. Kegs, beer balls, and grain alcohol are not permitted. If these items are observed, they will be confiscated and students will be subject to disciplinary action;
5. Only La Salle University resident students of legal drinking age are permitted to transport alcoholic beverages into or within the residence halls;
6. Resident students of legal drinking age are permitted to transport or possess a maximum of one (1) case of beer, or one (1) gallon of wine, or one (1) fifth of distilled alcohol during any twenty-four hour period. Alcohol must be in sealed containers and in the original packaging.
7. Individuals of legal drinking age may not consume alcohol in the presence of a minor, with the exception of one's residence hall roommate; therefore, a minor is not permitted to be in the presence of alcoholic beverages unless it is being consumed solely by his/her roommate, who is of legal age, in their room/apartment.

OFFENSE	FIRST	SECOND
Possession of a keg or beer ball	\$200.00 fine (\$50.00 per resident), Specific Probation, Confiscation	
Exceeding the maximum number of persons in a room when alcohol is present	\$25.00 fine, Conduct Warning	\$50.00 fine, Specific Probation
Underage possession or consumption	\$25.00 fine, Conduct Warning	\$50.00 fine, Specific Probation
Service, transport, or procurement for minors	\$25.00 fine, Conduct Warning	\$50.00 fine, Specific Probation
Possession, consumption, or service of grain alcohol	\$50.00 fine, Specific Probation	
Open container of alcohol	\$10.00 fine, Conduct Warning	\$25.00 fine, Conduct Warning
Unauthorized possession of alcohol (regardless of age) at any event	\$25.00 fine, Specific Probation	\$50.00 fine, Specific Probation
Consumption in presence of minor	\$25.00 fine, Conduct Warning	\$50.00 fine, Specific Probation
Minor present while alcohol is being consumed	\$25.00 fine, Conduct Warning	\$50.00 fine, Specific Probation
Possession of excessive amounts of alcohol	\$25.00 fine, Conduct Warning, Confiscation	\$50.00 fine, Specific Probation, Confiscation

FIGURE 1: Alcohol Policy Sanctions

8. If a minor possesses alcoholic beverages, the beverage will be confiscated and the student will be subject to disciplinary charges;
9. Bottled beer, because of safety and maintenance concerns, is not permitted.

#### Individual Sanctions

**Policy Enforcement** — Figure 1 contains a summary of the minimum disciplinary sanctions for alcohol and alcohol-related violations. Each case will be handled on an individual basis; therefore, the hearing officer may impose stricter sanctions than those listed in Figure 1.



### Alcohol Abuse

There is a distinct difference between the responsible use of and the abuse of alcohol. The abuse of alcohol under any circumstances is inconsistent with the values of a La Salle education. The following is the definition of alcohol abuse for the La Salle Community:

Alcohol abuse is defined as the consumption of alcohol to the point that judgment and/or physical responses are significantly impaired. Alcohol abuse does not excuse irresponsible action, but rather compounds the seriousness of those actions. Areas of special concern are:

1. Violent acts against persons or property. This includes vandalism (willful damage of personal or institutional property), fighting, assaults, and/or injuries resulting from irresponsible actions.
2. Drunkenness. This involves significant impairment of judgment and/or physical responses, including uncoordinated movements, speech difficulties, and/or inappropriate behavior for circumstances.
3. Contributing to alcohol abuse by another. This includes encouraging persons to overindulge, providing alcohol to a person who is already intoxicated, or possessing high proofed distilled spirits.
4. Medical emergencies. There are two types: (1) excessive consumption, or (2) injury occurring while intoxicated.

### Guidelines for Group Consumption of Alcohol

Authorization to serve beer and/or wine will be granted only for closed group social functions. A closed group is defined as the members of the sponsoring organization plus one (1) guest per each attending member.

Organizations seeking authorization to serve beer and/or wine must obtain a Program Planning Checklist from the Student Life or Resident Life Offices at least three (3) weeks (fifteen [15] working days) prior to the scheduled date of the event. This form must be completed (signatures from sponsors, advisor, Assistant Director of Student

Life/Resident Life [depending on location], Security, and Catering Manager) and returned to the appropriate Assistant Director at least two (2) weeks (ten [10] working days) prior to the event.

Three (3) organization members, who will attend the event and be responsible for its management, must meet with the Assistant Director (Student Life or Resident Life) after completing Step One of the Checklist. At this meeting, the points which follow will be explained in detail and the procedures for completing the remaining steps in the Program Planning Checklist will be provided by the appropriate staff member. Authorization will not be granted to groups failing to meet any of the deadlines noted in these guidelines or on the Program Planning Checklist.

For a student organization to sponsor or host an event during which alcohol will be served, the organization members meeting with the Assistant Director must have participated in an Alcohol Awareness Training Seminar. These seminars will be sponsored by the University on a regular basis.

### Specific Guidelines

1. Beer and/or wine will only be served to individuals (group members and guests) twenty-one (21) years of age or older. Those attendees who are of legal drinking age and wish to consume alcohol will be required to present proof of age, i.e., driver's license or LCB card. Group members will also be asked to present a valid La Salle University photo identification card, regardless of age. Those eligible to consume beer and/or wine will be issued an identification wristband and a maximum of four (4) tickets that must be presented to obtain beer and/or wine. These tickets are to be used only by the student to whom issued. Transferring beverage tickets to those under twenty-one (21) years of age will result in disciplinary action.
2. Organizations may sell event tickets to members. No member may purchase more than two (2) event tickets (one [1] for him/herself plus a guest). Attendees twenty-one (21) years of age or older may not be charged a higher price to reflect the cost of

alcohol service. Under no circumstances may tickets be sold at the door.

3. Events at which beer and/or wine will be served may not be scheduled on weeknights (Sunday–Thursday) nor during exam periods.
4. Beer and/or wine may be served for a maximum of four (4) hours and service must end one-half hour before the scheduled completion of the event.
5. Alcohol service must be arranged through La Salle University Food Service. This includes the purchase of all alcoholic beverages. Organizations must meet with the Food Service Catering Manager within one (1) week (or five [5] working days) after receiving the Program Planning Checklist. Organization members may not dispense beer and/or wine. The availability of Food Services (Catering) to provide services to student groups is based on commitments at the time of inquiry and, therefore, services can be provided only on a first come first served basis.
6. The maximum amount of alcohol for which a group can contract will be based on the following formula:

Number of Approved 21 year old guests	X	Duration of event	X	12 oz. beer or 4 oz. wine	=	TOTAL FLUID OUNCES
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The sponsoring group must provide food and soft drinks for the duration of the function. These are to be provided in conjunction with Food Services/Catering. Groups must contract an equal dollar value of food and soft drinks for every dollar of beer and wine contracted. Prices for beer, wine, soda, and food selections will be derived on an a la carte basis to provide student groups with the greatest flexibility and range of choices when planning an event. All Food Service/Catering guidelines and policies relevant to guaranteed number of guests, menu choices, and minimum orders are applicable.

8. Upon confirming the event, the sponsoring organization shall make a deposit with Food Services/Catering for ten percent (10%) of the full amount quoted. Final payment shall be made in full by check or cash at the completion of the event, unless the group has an approved University budget with sufficient balance available. If the amount of beer and/or wine contracted is not totally consumed, an adjustment will be made to reflect the unused portion.
9. The organization advisor must sign the Program Planning Checklist indicating his/her intent of being present for the duration of the event. In addition to the advisor, the hiring of Campus Security personnel is required according to the following attendance figures:

0–99: One (1) Security Officer (minimum)

100–150: Two (2) Security Officers (minimum)

Organizations must meet with the Director of Security within one (1) week (or five [5] working days) after receiving the Program Planning Checklist to arrange for the hiring of security personnel.

10. Persons attending must sign an attendance record that includes the names of guests and sponsoring members. This attendance record must be turned in to the Student Life/Resident Life staff member on duty at the end of the event.
11. The sponsoring organization is responsible for monitoring the behavior of those in attendance (e.g., making sure that minors are not consuming alcohol), insuring the safety of persons and facilities, overseeing attendance sign-in, and prohibiting the carrying of beverages from the facility being used. Group members are responsible for the behavior of guests.



OFFENSE	FIRST OFFENSE	SECOND OFFENSE
Failure to fulfill host responsibilities including: 1. inadequate supervision of event 2. inadequate cleaning of facility 3. not controlling disruptive behavior of members/guests 4. violation of any point in "Group Guidelines"	Suspension of party privileges for one semester, must sponsor one alcohol education program	Suspension of party privileges for one year, must sponsor one alcohol education program
Allowing minors to consume alcohol	Suspension of party privileges for one semester, must sponsor one alcohol education program	Suspension of party privileges for one year, must sponsor one alcohol education program
Vandalism by members or guests	Suspension of party privileges for one semester, must sponsor one alcohol education program, repair/restoration costs	Suspension of party privileges for one year, must sponsor one alcohol education program, repair/restoration costs

FIGURE 2: Group Sanctions

12. Any Student Life/Resident Life staff member is authorized to intervene in any situation that warrants such action. This includes ejection of attendees and termination of the event.

13. Events at which alcohol will be served may not be advertised as such via posters, fliers, on- or off-campus newspapers, or on- or off-campus radio stations.

Authorization will not be granted for alcohol events:

1. at which money is exchanged for alcoholic beverages either in the form of direct purchase at the bar or the purchase of tickets redeemed for beverages;
2. at which the primary purpose of the event is fund raising; and

3. at which attendance at the event is open in nature (not limited to the sponsoring organization and invited guests), i.e., tickets sold to the general student body.

REQUESTS FOR AUTHORIZATION TO SERVE BEER AND/OR WINE REQUIRE THE COMPLETION OF ALL INFORMATION ON THE PROGRAM PLANNING CHECKLIST. The Assistant Director will decide for or against authorizing an organization to serve beer and/or wine based on the information on the Program Planning Checklist, which must be completed and submitted ten (10) working days prior to the date of the event. When authorization is granted, the Program Planning Checklist submitted by the organization is viewed as an agreement between the University and the sponsoring group. Any changes in this information not authorized by the Assistant Director or violation of any points in this statement will be viewed as breach of this agreement. Groups found to be in violation

are subject to disciplinary action and/or revocation of facilities use privileges.

### **Group Sanctions**

Any group hosting a registered event is responsible for monitoring and controlling the behavior of its members and guests. When this does not happen and a group fails to enforce the regulations, the minimum disciplinary sanctions as appearing in Figure 2 will be imposed.

## **Hazing**

Hazing activities in any form are prohibited. The College Fraternity Secretaries Association's definition of hazing "...any action taken or situation created, intentionally, whether on or off University or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shock...or any other such activities...; wearing publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution" is adhered to, and in case of violations individuals and/or the fraternity or sorority as a whole may be subject to disciplinary action.

*(Approved by Student Affairs Committee, Spring, 1980.)*

## **Policy Statement on Sexual Harassment**

In light of the guidelines on sexual harassment adopted by the Equal Employment Opportunity Commission, La Salle University reaffirms its commitment to an educational and working environment free of sexism.

As defined by the EEOC Guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

The University deprecates such conduct not only as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, but as an abuse of authority and an infringement upon an individual's right to a non-sexist working environment. Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action will be taken.

Any employee having a complaint of sexual harassment should contact the Affirmative Action Officer; any student should contact the Assistant to the Vice President for Student Affairs.

*(Approved by Student Affairs Committee, April 28, 1981.)*

## **University Grievance Procedure**

La Salle University is committed to a policy of non-discrimination in employment, admission, and treatment of employees and students. The grievance procedure outlined below is designed to resolve as quickly and equitably as possible any situation in which a faculty member, staff member, or student believes that he or she has been discriminated against on the basis of race, color, creed, sex, age, national origin, or physical handicap. For the purpose of the following, the Grievant is the member of the faculty, professional or non-professional staff, or student body who submits a grievance. The Respondent is the person alleged to be responsible for the discriminatory action.



### **Informal Review**

The initial stage or presentation of a grievance should include a conference of the Grievant with the Respondent. This should be accomplished by the Grievant within ten (10) working days from the time he or she believes that an act of discrimination has taken place. Every effort should be made to resolve the conflict at that level. If that effort fails, the matter should be presented to the Grievant's supervisor or the Respondent's supervisor. For example, if a faculty member feels that the department chair is practicing a discriminatory act, the faculty member should contact the appropriate dean; if a student feels that a member of the University community is practicing discrimination, it should be reported to the Assistant to the Vice President for Student Affairs. If a staff member feels that his/her supervisor is practicing a discriminatory act, the staff member should contact the appropriate Provost or Vice President. In this manner most issues should be resolved satisfactorily. The direct and informal communication is fundamental to the type of educational and work environment intended by the University.

If the Grievant fails to receive satisfaction through this process, a more formal review may be initiated by contacting an Affirmative Action Officer who will determine whether the complaint is grievable. If so, a grievance form should be completed, the signature of the immediate supervisor secured, and the form submitted to the Grievant's area Vice President or Provost within ten (10) calendar days of the last informal meeting between the Grievant and the supervisor concerning the complaint.

The area Vice President or Provost and supervisor will consider the grievance and respond in writing within ten (10) calendar days of receipt of the grievance form. These time limits may be waived in cases of extenuating circumstances such as holidays, vacations, or the extended illness of one or both parties. The original grievance form will be retained by the supervisor. Copies of the form, the written response, and all relative correspondence will be filed with the area Vice President or Provost and the Personnel Office.

### **Committee Hearing**

Should the preceding informal and formal review procedure fail to resolve the complaint satisfactorily, the Grievant may request that a

committee be convened to review the issue. The request must be in writing and received by the area Vice President or Provost within ten (10) calendar days of receipt of the formal written review by the Grievant. In its consideration of the grievance, the committee will conduct a fact-finding review and make a written recommendation to the President. The President's final decision will be made within twenty (20) calendar days of the conclusion of the committee review.

The committee will consist of a Vice President or Provost of the University other than the area Vice President or Provost to whom the Grievant reports ultimately, the Director of Personnel Services (except for (1) faculty grievances in which case the President of the Faculty Senate will be substituted; and (2) student grievances, in which case the President of the Students' Government Association will be substituted) and one individual selected by each of the following: the President, the Respondent, and the Grievant. With the exception of individuals directly involved in the nature of the complaint, any full-time employee or student of the University may be selected to serve on this committee.

Throughout all aspects of an informal review, formal review, or committee hearing, the Affirmative Action Officer will be available for consultation with any parties involved with a grievance.

### **Residence Hall Policies and Regulations**

The residence halls are an integral part of La Salle University, and as such, all University rules and regulations are applicable in the halls. Each student, resident or guest, must observe in his/her use of the residence halls, all federal and state laws, and all ordinances and fire regulations of the City of Philadelphia. Resident students assume responsibility for reporting any illness or injury to a staff member and all students are strongly encouraged to purchase adequate medical insurance and to use the University Student Health Services. The University cannot be responsible for a student's personal property. Insurance to protect against loss or damage is strongly recommended. A thorough statement of rules, regulations, and policies of the La Salle residence community is given to each new resident and is

available to all students at the Resident Life Office in the North Halls Complex.

### **Guests and Visitation Privileges**

Commuter students and non-student guests are subject to all University and Resident Life policies and regulations. All guests must have a host, register with the Security Desk Receptionist, and obtain a pass to gain access to a residence hall.

All guests must be accompanied by their host to have access to other buildings. Guests are not to loiter in hallways and are not permitted during vacation periods. Hosts are held accountable for the actions of their guests.

The visitation policy permits members of the opposite sex to visit in hallways and rooms in the University residences during prescribed hours only:

Sunday–Thursday 12:00 p.m.–12:00 a.m.

Friday–Saturday 12:00 p.m.–2:00 a.m.

Resident students may have overnight guests of the same sex as long as roommate(s) are notified and do not object. The Resident Assistant must be notified and, if a guest is to stay beyond three (3) consecutive nights, authorization must be obtained from the appropriate Resident Director. The Resident Life Office may have a guest removed for failing to abide by University and Housing Regulations.

### **Room Entry Procedure**

The right of a resident to privacy in his/her room will be protected by the University. However, this right of privacy carries with it the responsibility for each student to conduct himself/herself within the general policies of the University. In the interest of handling emergency situations and of maintaining an environment in the University residence complexes which provides for the health, safety, and welfare of all residents, it is occasionally necessary for authorized University personnel to enter the living quarters of students. Except in emergency situations, authorized University representatives shall have the right of inspection within a student room without prior

authorization of the resident(s) at reasonable times and only for general maintenance, preservation of the existing physical structure, identification of damage, and for enforcing University Rules and Regulations governing security and safety of University property. The University reserves the right to initiate steps for the removal of items which are the property of the University or its agents which are in a resident's room without approval.

In situations as defined below, premises occupied by a student and the personal property of a student in those premises may be searched only when appropriate prior authorization has been obtained. For University resident units or other facilities controlled by the University, an application must be made to the Assistant to the Vice President for Student Affairs, or his/her designated representative, specifying the reason(s) for the search and the object(s) or information sought. A student's room will be protected from unreasonable search and from search when he/she is not present, if possible. In the case of searches by civil authorities, the ordinary requirements for lawful search will be followed:

1. A clear indication that established health or safety regulations are being violated.
2. Clear and present danger to the room occupants or other residents exists.
3. University administrative personnel have probable cause to believe that students are violating federal, state, or local laws or University regulations.



### III. DISCIPLINARY POLICIES AND PROCEDURES

#### Student Institutional Relationship

A student's matriculation at La Salle University is a voluntary decision which involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the purposes and objectives of the University. As befits an institution of higher education, standards of performance and of social conduct are generally higher for students than those required of the general public. While students have an obligation to adhere to the regulations of the University, the University accepts a corresponding responsibility to guarantee the right of due process and protection from arbitrary or capricious disciplinary action.

The purpose of the judicial system at La Salle University is to assure that justice prevails for all members of the community while simultaneously protecting the educational purpose of the University. "The Joint Statement of the Rights and Freedoms of Students" has been the reference document for the establishment of the judicial system at La Salle, and the Office of the Assistant to the Vice President for Student Affairs administers the judicial process. However, the function of maintaining discipline on the campus is not the exclusive domain of the Assistant to the Vice President for Student Affairs. The entire University community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to protect and promote learning, in assuring order, and in controlling behavior that infringes on the rights and freedoms of others.

In pursuit of these objectives, the University accepts responsibility for protecting the individual's academic and personal freedom as well as the common good and rights of the University as a corporate entity.

#### Philosophy of Discipline

A university education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which enhance mature, responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its effect on the total University community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that La Salle has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members of the campus community.

#### Rules and Regulations

Normally, University disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While no specific policy statement has universal validity and actual decisions based on the judicial policy of due process are best made in accord with all the circumstances involved in an individual case, the following behavior is subject to disciplinary action.

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.
2. Intentional disruption or obstruction of teaching, research administration, disciplinary proceedings, or other University activities.
3. Physical abuse or harassment of any person on or off University premises or at University sponsored functions.
4. Theft from or damage to University premises or damage to property of a member of the University community on University premises.

5. Failure to comply with the directions of University officials, including Campus Security, in the performance of their duties.
6. Use or distribution of potentially dangerous drugs which are not medically supervised.
7. Violation of University Alcohol Policy. (See Pages 73–74)
8. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations which may be enacted.
9. Violations of any federal, state, or local criminal law. (The University will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the University will not present disciplinary charges unless the University's interests as an academic community are directly involved. If a student faces charges in a civil court and in the University judicial system because of the same violation, the University may postpone its judicial hearing until civil proceedings are completed. That is a decision reserved to the Assistant to the Vice President for Student Affairs.)

## Disciplinary Procedures

Disciplinary cases will be handled in accordance with the University judicial policy of due process. Any member of the University community may file a disciplinary report against any student, student group, or student organization for alleged violations of University rules, regulations, or policies. Disciplinary reports shall be forwarded to the Assistant to the Vice President for Student Affairs.

1. The person(s) making the charges shall provide in writing the following information:
  - a. The name and address of the student(s) charged with violation of University rules and regulations.

- b. Date of incident.
  - c. The specific University rule or regulation the student(s) allegedly violated.
  - d. A detailed statement of the circumstances.
2. The individual(s) making the charges must sign the statement of charges.
3. A copy of the charges will be given to the accused student, whose signature will be requested as acknowledgement of his/her reception of the charges.

The Assistant to the Vice President for Student Affairs will appoint a professional staff member to conduct a preliminary investigation of the filed charges. The appointee will act as the Preliminary Hearing Officer and will review the charges and consult with all parties to determine if adjudication is warranted.

1. The accused student will be notified in writing to report for a preliminary hearing. At the preliminary hearing the Preliminary Hearing Officer will explain the disciplinary procedures and discuss the charges. A copy of the disciplinary procedures will be given to the student.
2. If a student fails to meet with the Preliminary Hearing Officer within seven (7) days after notification of the Preliminary Hearing, the student may be subject to disciplinary action up to Suspension from the University without further consultation.
3. Should the Preliminary Hearing Officer determine that the initiation of a disciplinary hearing is not justified, a letter will be forwarded to the Assistant to the Vice President for Student Affairs and to the student indicating this opinion.
4. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration and the student chooses not to contest the charges and not to have the case adjudicated further, the Preliminary Hearing Officer is empowered to take disciplinary action up to and including



**Disciplinary Probation.** When circumstances warrant Suspension or Dismissal from the University, Preliminary Hearing Officers recommend these actions to the Assistant to the Vice President for Student Affairs. If the student disagrees with the sanction imposed, he/she must state this in a letter to the Assistant to the Vice President within seven (7) days after the sanction has been communicated to the student. Upon receipt of this letter, the student will be given the opportunity to choose adjudication as described in Item #5 of the Disciplinary Procedures.

5. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration, the following steps are initiated:
  - a. The Preliminary Hearing Officer will inform the student in writing of the decisions regarding the disposition of the case.
  - b. The student will be given the opportunity to choose adjudication by:
    - (1) the Judicial Board or
    - (2) an Administrative Hearing Officer (see description below).
  - c. A copy of the written charges will be forward to the Judicial Board or Administrative Hearing Officer.
  - d. The accused student will be given no less than five (5) days from the conclusion of the Preliminary Hearing to prepare for the Disciplinary Hearing. The chair of the Judicial Board or the Administrative Hearing Officer will notify all parties including the accused of the date and time of the Hearing.
6. Should the Judicial Board be inoperative, the Assistant to the Vice President or designee reserves the right to adjudicate the case.

**Administrative Hearing Officers:** Two Hearing Officers are appointed by the Assistant to the Vice President for Student Affairs — one to adjudicate alleged violations of general University Rules and Regulations which occur outside the Residence Halls, the other to adjudicate alleged violations which occur within the Residence Halls. With the student's approval, the Preliminary Hearing Officer may act as the Administrative Hearing Officer. Administrative Hearing Officers are empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Administrative Hearing Officers recommend these actions to the Assistant to the Vice President for Student Affairs.

**Judicial Board:** Student appointments to the board are made by the Students' Government Association after consultation with the current board members. Faculty appointments are made by the Faculty Senate in accordance with the procedures for committee appointments. The Judicial Board comprises twenty members: five faculty members, ten resident students, and five commuter students. A panel for any given hearing will be drawn from the available members of the Judicial Board and five members are needed to conduct a hearing. Panel members will be assigned on a rotating basis by the Assistant to the Vice President for Student Affairs. One student will be selected as chair for each hearing.

## Disciplinary Hearing Procedures

1. The hearing will be private, unless an open hearing is requested by the student. At an open hearing, interested members of the community may observe all aspects of the hearing except the deliberation of the Board so long as the hearing is not interrupted by the observer.
2. Either a tape recording or a written record will be made.
3. On behalf of the University the charges and evidence will be presented by the Assistant to the Vice President for Student Affairs.

fairs, the Assistant to the Vice President for Student Affairs' representative, or the individual bringing the charges.

4. The accused student shall be entitled to be accompanied by a La Salle University faculty member, administrator, or student. The role of the accused student's representative will be advisory in nature.
5. Any party may present witnesses subject to the Board Chair's or Hearing Officer's determination of the witnesses' relevance to the case. Members of the Board or the Administrative Hearing Officer may address questions to any party involved in the proceedings. The student will have the opportunity to ask questions of the person presenting the charges or of witnesses in the case.
6. If for the lack of sufficient reason, as judged by the Board Chair or the Administrative Hearing Officer, an accused student fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any rights to appeal. No recommendation or imposition of sanction shall be based solely upon the failure of the accused to appear at the hearing.
7. The Board Chair or Administrative Hearing Officer will make known the decision to the Assistant to the Vice President for Student Affairs. The Assistant to the Vice President for Student Affairs will be given a record of the hearing and written reasons for the decision. The Board Chair or Administrative Hearing Officer will notify the student in writing of the decision.

### **Sanctions**

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the best interest of the general educational community. The sanctions which may be imposed upon individuals or organizations for the commission of offenses recognized by the University judicial system include the following:

### **Restitution**

Reimbursement for damage, destruction, or misappropriation of University property or property of a member of the University community on University premises.

### **Conduct Warning**

Notice in writing that the student's conduct necessitated the initiation of disciplinary proceedings. The nature and circumstances of the conduct does not warrant more severe disciplinary action, but this warning will be a matter of record in the Assistant to the Vice President for Student Affairs' Office for future reference.

### **Fine**

Penalty fees payable to the University of no less than \$5.00 and no greater than \$100.00 depending on the degree of infraction. The amount is to be determined by the appropriate Judicial Board or Administrative Hearing Officer. Such fines when imposed are in addition to the sanction or restitution.

### **Probation**

The following sanctions are intended to serve as a constant reminder that the infraction has become a part of the student's record in the Assistant to the Vice President for Student Affairs' Office. The sanctions can be imposed with or without the specific conditions for a definite period of time. Conditions may be imposed which would prohibit an individual from representing the University in an official capacity in major University activities such as in intercollegiate activities or as an officer in student government, or it may be the loss of privilege to live in University residence units or to participate as a member in specific University sponsored programs. The sanctions which include such conditions shall be consistent with the offense committed and the rehabilitation of the student. The conditions and the period of the probation are the prerogatives of the authority imposing them and shall be stated in writing.

*Probation (Specific):* This sanction is imposed for a period of time not to exceed one calendar year.

*Probation (General):* This sanction is imposed for the student's tenure at the University.



## Suspension

Termination of student status for a specified period of time. The conditions of re-admission shall be stated in the order of suspension. Students suspended will be charged full fees for the semester in which the suspension occurs. Students will be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students with board contracts shall receive a pro-rated refund. A statement of the student's status shall be sent to the appropriate academic dean.

## Dismissal

Permanent termination of student status and separation from the University. Students dismissed will be charged full fees for the semester in which the dismissal occurs; students with board contracts shall receive a pro-rated refund. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. A statement of the student's status shall be sent to the appropriate academic dean.

A combination of sanctions may be invoked, for example, restitution and probation.

## Interim Suspension

When the Assistant to the Vice President for Student Affairs has reasonable cause to believe that a student has violated any of the University's rules and regulations and there is reasonable cause to believe that danger or disruption will be present if a student is permitted to remain on campus or in a University resident unit, an interim suspension may be imposed pending a full consideration of the case.

## Procedures for Appeal

1. The accused student or individual filing a disciplinary report may appeal the decision of the Judicial Board or Administrative Hearing Officer by stating so in a letter to the Assistant to the Vice President for Student Affairs within seven (7) days after the decision has been communicated to the student.
2. For an appeal to be heard, the student must be able to demonstrate to the Assistant to the Vice President for Student Affairs one or more of the following:
  - a. That he/she did not receive a hearing consistent with the principles of due process.
  - b. That the sanction was arbitrary or capricious.
  - c. That certain relevant evidence was not reviewed.
  - d. That new evidence is available.
3. Normally, an appeal will be limited to a review of the report of the Judicial Board or the Administrative Hearing Officer.
4. When the grounds for an appeal have been established, one of the following procedures will be followed:
  - a. The Assistant to the Vice President for Student Affairs may accept the report as presented or as subject to a specific reduction in the sanction imposed, may return the case to the appropriate board or hearing officer for further proceedings, or may dismiss one or more of the charges entirely.
  - b. At the discretion of the Assistant to the Vice President for Student Affairs or upon written request of the student, an Appeal Board may be established. The Appeal Board will comprise an administrator appointed by the Vice President for Student Affairs and two representatives from the Judicial Board designated by the Assistant to the Vice President for Student Affairs. The Assistant to the Vice President for Student Affairs shall sit as chair (ex-officio) of the Appeal Board. Board decisions in all cases are advisory to the Assistant to the Vice President for Student Affairs. The Appeal Board will determine the procedure it wishes to follow after consideration of the specific case. The Appeal Board shall adhere to the principles of due process as stated in the University's Disciplinary Procedures.



## **IV. STUDENT ORGANIZATION POLICIES**

### **Registration of Student Organizations**

Student groups wishing to utilize University facilities for meetings and programs must register their organization with the Director of Student Life.

To register an organization, a group must submit a statement of purpose to the Director of Student Life who explains the procedures, reviews the statement, and determines whether it is consistent with the University's goals and policies.

If the statement is found to be consistent with University goals and policies:

1. The organization will be so notified in writing by the Director of Student Life.
2. The organization will submit a listing of officers to the Director of Student Life.
3. The organization may submit the name of a faculty or administrative advisor to the Director of Student Life if deemed necessary.
4. A yearly renewal of registration will take place the last week of class during the Spring Semester by the submission of a listing of new officers for the following school year. (Groups which do not renew registration in this manner automatically are considered defunct.)
5. The organization may seek the following services and facilities:
  - a. Obtain a campus mailbox.
  - b. Participation in "all-University" functions if permission is granted by the sponsoring organization or offices.

- c. Open an Agency Account in the Bursar's Office. The organization will be required to adhere to any policies established for the management of Agency Accounts.
- d. Use of University facilities for meetings and programs according to policies established for such use.
- e. Use of University facilities for two organization meetings while the application for registration is being considered.
- f. Use of the University name after approval through a formal request to the Director of Student Life.

Groups whose statements of purpose are found to be inconsistent with University goals and policies may submit a new statement after consultation with the Director of Student Life.

### **Institutional Recognition of Student Organizations**

Institutional recognition is granted only to organizations which have been registered for three consecutive years or more. Additionally, such organizations must, in the judgement of the Director of Student Life serve and affect a broad constituency of the student body, have an open membership policy, and provide regular programs and services to the campus community.

A constitution detailing the function of the organization is submitted to the Director of Student Life, who approves or disapproves the request for recognition. Groups not receiving approval will be provided an explanation and may submit a revised constitution. A second or final disapproval may be appealed to the Student Affairs Committee, which will review the decision.

The implication in obtaining institutional recognition is that an organization has become a permanent group and, in particular, may request an annual program budget through the Activities Funding Board, as opposed to seeking funds for individual events as a registered group would do. Additionally, the group retains all the prerogatives of a registered group.

## Revocation of Registration or Recognition

Any student organization which has been granted institutional registration or recognition and which violates its own statement of purpose/constitution, or fails to comply with University policies is liable to revocation of registration or registration/recognition.

Should either of these points be violated by the student group, a complaint may be filed by an administrator, faculty member, or student to the Director of Student Life. The Director will review the case against the student group and decide for or against revocation. The student group may appeal this decision to the Student Affairs Committee.

## Academic Standing and Participation in Activities

Students running for major offices or applying for appointment to University Committees must have a minimum cumulative index of 2.25 to be eligible and must maintain an index of at least 2.0 during the duration of their term. A minimum 2.25 cumulative index is required when standing for re-election or re-appointment. This policy applies to the following positions:

1. All S.G.A. appointees to University Committees.
2. All S.G.A. officers, all members of the Student Senate, and all other S.G.A. Executive Board members.
3. Editors-in-Chief and editorial staff of all University funded student publications.
4. All elected officers or committee chairs of student groups annually funded by the University.

This policy is administered by the Director of Student Life who will certify eligible candidates:

1. prior to election campaigns and/or appointment.
  2. at the beginning of each semester.
- The Director of Student Life is the final judge of eligibility.

*(Approved by Student Affairs Committee, October 25, 1984.)*

## Standing for Election/Appointment

The University recognizes the time commitment involved in assuming an executive position in an annually funded organization. Therefore, students may hold more than one position only with the approval of the advisors of the organizations involved and the Director of Student Life.

*(Approved by Student Affairs Committee, April 15, 1983.)*

## Student Organization Use of Bulletin Boards

Student organizations may use available tack board in University buildings; permission from the Director of the Library or the Assistant Director of Student Life for Union Operations is required for posting in these buildings. The main boards in the first floor corridor of College Hall are used for official University Committee minutes. All posters must be approved by the Assistant Director of Student Life for Union Operations and may not be posted on trees, walls, woodwork, or other places where they deface property. In general, student use of bulletin boards is to conform with the guidelines available from the Assistant Director of Student Life for Union Operations.

## Policy for Use of Agency Accounts by University Funded Organizations

1. Income generated through the sale of advertising and/or publications may be deposited into an Agency Account. Any other income producing programs must comply with the regulations established for all student organizations.
2. All University funded groups sponsoring income producing programs and activities must refund expenditures for the income producing event to the University budget and may then deposit the expenditures into an Agency Account.
3. Student groups receiving an annual budget or receiving University funds are required to submit a report of Agency Accounts



to the Funding Board. When and how reports are requested is to be determined by the Funding Board.

*(Approved by Student Affairs Committee, November 20, 1980.)*

## **Policy for Student Organization Use of University Facilities**

The following norms for use of campus facilities by student organizations have been established to be consonant with a) the individual rights of assembly and free speech; b) the special necessity there is to preserve these rights and those of the serious and free academic search for truth; c) the rights and duties of the La Salle community to abide by the spirit of the Christian-Catholic faith; d) the just requirements and expectations of the La Salle community that La Salle's administration will do its reasonable best to preserve, maintain, and develop a milieu of discovery consonant with that spirit:

1. The University subscribes to and supports the rights of students to meet in free assembly in University facilities reserved for that purpose and to pursue free discussion there. The heterodoxy of ideas that may be expressed is not a sanctionable matter in-so-far as University policy is concerned. The University also subscribes to and encourages student use of University facilities for business meetings and for social, cultural, and recreational activities. At the same time, while acknowledging that individuals have a right to be themselves and to live by the dictates of their own consciences and values in their private lives, the University also holds that it has a corresponding right to deny use of facilities to those who are unable or unwilling to abide by University regulations or who do anything to cause a positive harm to this community or its members.
2. All student groups intending to use facilities on a regular basis must file a statement of organization purpose(s) in order to qualify for the use of those facilities. Groups are required to state the use to which a requested facility is to be put and to demonstrate, if asked, that their stated purpose(s) and actual activities are consonant with one another. Groups are, moreover, obliged to follow all regulations for the specific facility

they use. When a group is refused permission to use facilities, a Student Affairs administrator will notify the group, stating reasons. A group to whom permission to use facilities has been denied will have the opportunity to restate and resubmit its request.

3. University facilities may not be used by a student organization when such use occasions clear and present danger to persons or property; constitutes commission of a crime; occasions actions which are in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression; or occasions by its very public exercise within University facilities a serious disruption of the peace so vitally necessary to the academic and scholarly pursuits which are the day-to-day reasons for La Salle's very existence as an institution of higher learning.
4. While in all such matters the University administration must be the final judge, the administration must keep itself in a constant attitude of readiness to engage in honest dialogue with any and all student organizations desiring to use University facilities. Moreover, the University administration and individual student groups have a responsibility to themselves and to the total University community to explore individually and together an ever-deepening, ever-expanding University community life in which specific decisions may be taken, adhered to, and changed. Policy governing student organization use of University facilities is established by the Vice President for Student Affairs in consultation with the Student Affairs Committee; it is administered by the Director of Student Life.

*(Approved by Student Affairs Committee, February 8, 1983.)*

## **Policies For Reservation of Facilities by Campus Groups**

Whenever University facilities are to be used for anything other than regularly scheduled administrative, academic, extra-curricular, or athletic purposes, a reservation must be secured from the Information Center in the La Salle Union Building.



All reservations and related requests (room set-up, special equipment, etc.) are tentative until confirmed in writing. This applies, as well, for reservation changes.

Reservations will be accepted on a first come, first served basis. The reservation staff reserves the right to assign space to be used for a meeting or function. When a request for a particular area is made, every effort will be made to honor the request.

Reservations and reservation changes must be submitted at least 48 hours in advance.

Those individuals or groups using University facilities are expected to leave them in good order. Sponsoring groups are responsible for damages to facilities.

University regulations preclude regular use of La Salle Union facilities for classes, course seminars, labs, and other strictly class related meetings. Reservations of this type normally must be for academic facilities.

Recognized and registered student organizations and University offices and departments will not be charged for use of facilities; however, personnel costs for events will be charged to sponsoring groups. Personnel costs are established by the Information Center and may include such items as maintenance supervisor, security staff, janitorial staff, matron, etc. Personnel charges, if any, will be specified when the facility is requested, and the sponsor must sign an agreement for charges before confirmation will be given.

*(Approved by Student Affairs Committee, Spring 1976.)*

## **Procedures for Reservation of Facilities by Campus Groups**

Requests for use of all University facilities should be made to the Information Center in the La Salle Union Building.

Reservation requests may be submitted only on the La Salle Union Building reservation forms which are available at the Information Center. The completed forms for the next academic year will be ac-

cepted as of April 1 of the previous Spring Semester and will be filed in order according to the date of receipt.

The confirmation process for the Fall Semester will begin on July 1; the review of reservation requests for the Spring Semester will begin on November 1. When no duplication of request dates occur and the event is in accordance with University regulations, the reservation will be confirmed at that time. The sponsor of the event will be informed of the confirmation through the return of the appropriate copy of the reservation form.

In the case of duplicate requests for the same date and facility, the applicants will be notified of the conflict and presented with a list of alternative dates and/or facilities. The staff will attempt to resolve the conflict to the mutual satisfaction of the applicants. The revised requests will then be confirmed for each group. If a satisfactory resolution can not be achieved, the Assistant Director and Director of Student Life will assign the facilities and/or dates and inform the persons and groups involved.

Reservation requests received after June 30 or October 31 will be acted upon as received. Requests for previously reserved facilities will be accommodated with the most suitable alternative facility and/or date. When questions of policy are involved in decisions regarding facility use, the Information Center will consult with the Director of Student Life and/or the Director of Public Affairs and the Vice President for Student Affairs before the request is confirmed or denied.

Questions regarding the facilities reservation procedures should be directed to the office of the Assistant Director of Student Life, extension 1375.

### **Procedure**

**Faculty and Administration** — submit a reservation form one week in advance signed by a faculty member or administrator and with the department clearly identified. Faculty and Administration requests for facilities to be used by outside groups should be so designated.

**Recognized/Registered Day and Evening Student Groups** — submit a reservation form signed by the student representative and faculty advisor, when applicable.

**Non-Registered Student Groups** — submit a reservation form and "Declaration of Responsibility" to the Information Center along with a security deposit. Disposition of the reservation request will be sent to the individual signing the form. The security deposit will be returned within seven (7) days following the reservation, provided there has been no damage to property.

*(Approved by Student Affairs Committee, Spring 1980.)*

### **Leadership Development**

Student organizations funded by the University or the Activities Funding Board must be represented at a minimum of one-half of the leadership training programs offered each semester by the Student Life Office. Appropriate representatives include Editors-in-Chief and editorial staff of all funded student publications, and all elected or appointed officers and committee chairs of student groups receiving funds from the University or the Funding Board (either annual budgets or Contingency and Travel funds).

*(Approved by Student Affairs Committee, April 17, 1986.)*

### **Student Ticket Sales**

Tickets for on-campus programs which utilize University facilities, or off-campus student programs sponsored by the University may be sold through the Information Center. A service charge is permissible under this policy.

*(Approved by Student Affairs Committee, October 25, 1984.)*

Student groups should contact the Information Center Manager (Union, first floor) at least one week prior to the sale. The Information Center personnel assist the group with publicity via the La Salle Union Bulletin Boards, the P.A. system, and the Radio Station. The Information Center does not send out mail orders, take phone orders, nor sell tickets without receiving payments unless the action is discussed with the president of the sponsoring organization and the As-

sistant Director of Student Life for Union Operations. The sponsoring group must expect to pay for these extra services. Student groups wishing additional information on this policy and procedure are invited to contact the Information Center.

### **Student Organization Contracts**

Contracts made for student sponsored events that are considered University or class wide in nature must be signed by the Director of Student Life. Upon request, the Director of Student Life will assist student organizations in contract negotiations.

### **Fund Raising**

Soliciting funds, selling chances, or merchandising of any kind is not allowed without the permission of the organization and the approval of the Director of Student Life. Solicitation is also not allowed in the Residence Halls without the approval of the Director of Resident Life.

## V. STUDENT PRESS POLICIES

### Objectives of the Student Press Committee

The Student Press Committee was established to create and maintain an environment at La Salle in which high quality student newspaper, radio station, and other media forms will most effectively benefit the entire University community. The Committee will formulate general policies for student newspapers, radio stations, etc. and advise the Vice President for Student Affairs on related matters.

### Responsibilities

1. The Committee will appoint the editors of student newspapers, managers of student radio stations, etc. from those certified by respective staff editorial boards, or from other applicants should these boards fail to submit candidates.
2. The Committee will meet for consultation with student editors, station managers, etc. at the request of any Committee member or of the Vice President for Student Affairs.
3. The Committee may conduct post-publication/broadcast reviews of student newspapers and radio stations.
4. The Committee may review financial and legal matters involving student newspapers and radio stations.
5. The Committee may question any policy of a student newspaper or radio station and make recommendations to the governing boards of the organization.
6. The Committee will function as an arbitration board for any disputes which cannot be resolved between faculty, administrators, students, or advisors and student editors or the manager of a radio station.
7. The Committee may, with just cause, impose censure, suspension or removal as editor/manager upon any editor-in-chief of a student newspaper or manager of a student radio station, provided the student has been given the opportunity to present his or her case before the Committee (See Appendix B to these By Laws).
8. The Committee or selected Committee members will participate in the recommending and/or selecting of the **Collegian** and WEXP advisor.

### Membership

1. The Committee will be composed of the following nine (9) voting members.
  - a. Student: Day **Collegian** Editor, ex-officio
  - b. Student: WEXP Station Manager, ex-officio
  - c. Student: Two (2) at-large student members, neither of whom should be a member of any publication/station whose editors/managers sit ex-officio on this committee.
  - d. Faculty Members: Three (3) to be appointed by the Faculty Senate, for a three (3) year term.
  - e. Administrators: One (1) to be appointed by the Vice President for Student Affairs for a three (3) year term.
  - f. **Collegian** Advisor: One (1) to be appointed by the Vice President for Student Affairs upon the recommendation of the Director of Student Life from the La Salle University faculty or administration for a two (2) year, renewal term, ex-officio.
  - g. WEXP Advisor: One (1) to be appointed by the Vice President for Student Affairs upon the recommendation of the Director of Student Life from the La Salle University faculty or administration for a two (2) year, renewal term, ex-officio.



## 2. Officers:

- a. Chair: To be elected annually by the members of the Committee from its membership. His/her duties will be to preside over meetings and to act for the Committee in matters which it delegates.
- b. Vice Chair: To preside in those instances when the Chair is not present.
- c. Secretary: Administrative appointee, ex-officio.

## Meetings

1. Regular Meetings: The Committee will meet at least once during each semester.
2. Special Meetings: The Chair may call a meeting whenever circumstances warrant doing so.

## Quorum

A quorum will consist of six members of the Committee.

## Amendment

The By Laws may be amended by a majority of the Committee (i.e., at least six) provided the amendment was listed on the agenda.

*(Approved by Student Affairs Committee, April 2, 1984.)*

## Appendix A

"FROM THE JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS" (BY AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, NATIONAL STUDENT ASSOCIATION, ASSOCIATION OF AMERICAN COLLEGES, NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS, AND NATIONAL ASSOCIATION OF WOMEN DEANS AND COUNSELORS)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible

discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution as publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, University or student body.

## Appendix B

### GUIDELINES FOR CENSURE, SUSPENSION, OR REMOVAL OF STUDENT EDITORS-IN-CHIEF

The Student Press Committee subscribes to the principles articulated in the "student publication" portion of the AAUP "Joint Statement on Rights and Freedoms of Students," portions of which appear as APPENDIX A above. The Committee particularly agrees that student publications "...are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus," that "they are means of bringing student concerns to the attention of the faculty and institutional authorities," and that they are vehicles for the formulation of "student opinion on various issues on the campus and in the world at large." The committee emphasizes, therefore, that "the student press should be free of censorship and advance approval of copy, and its editors...should be free to develop their own editorial policies and news coverage."

The Committee also agrees that "editorial freedom of student editors...entails corollary responsibilities to be governed by the canons of responsible journalism." Accordingly, the Committee is bound not to allow student publications to be used by those who perpetuate libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Student Press Committee encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student editor-in-chief as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editor, and therefore establishes the following guidelines for due process.

1. Since (at least some) student newspaper editors-in-chief are members of the Student Press Committee, any formal action by the Committee will hopefully be precluded through open exchange by all members of the committee on controversial matters.
2. If informal consensus cannot be attained, or if student editors should evidence bad faith through refusal either to appear

before the full Committee or to discuss their rationales for certain editorial decisions, the Committee can officially censure, through majority vote of the full Committee (i.e., at least five votes) a student editor-in-chief (a student editor who is a member of the Committee would not vote should he/she be the accused in the case).

3. Suspension or removal of an editor as editor may be imposed only after the student has been informed in writing of the charges against him/her, and after he/she has been provided a fair opportunity to refute such charges. The student editor would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Vice President for Student Affairs.

## Appendix C

### CODE OF ETHICS OR CANONS OF JOURNALISM AMERICAN SOCIETY OF NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel, and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

1. **RESPONSIBILITY** The right of a newspaper to attract and hold readers is restricted by nothing but consideration to public welfare. The use a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.

2. **FREEDOM OF THE PRESS** Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.
3. **INDEPENDENCE** Freedom from all obligations except that of fidelity to the public interest is vital.
  - a. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.
  - b. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental tenet of the profession.
4. **SINCERITY, TRUTHFULNESS, ACCURACY** Good faith with the reader is the foundation of all journalism worthy of the name.
  - a. By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within the control or failure to obtain command of these essential qualities.
  - b. Headlines should be fully warranted by the contents of the articles which they surmount.
5. **FAIRPLAY** A newspaper should not publish unofficial charges attacking reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.
  - a. A newspaper should not invade private rights or feelings without sure warrant of public right as distinguished from public curiosity.
  - b. It is the privilege, as it is the duty, of a newspaper to make and complete corrections of its own serious mistakes of facts or opinion, whatever their origin.
6. **DECENCY** A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to endorse its canons the journalism here re-presented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

*(Amended and Approved by Student Affairs Committee, December, 1973.)*



# LA SALLE UNIVERSITY CAMPUS MAP & DIRECTORY

## 1 COLLEGE HALL

Administrative Offices  
Bursar's Office  
Business Office  
Chapel and Campus Ministry  
Computer Center  
Dean of Arts and Sciences  
Dean of Business Administration  
Duplicating-Mailroom  
Evening Division and Summer Sessions  
Continuing Education for Women (CEW)  
Provost  
Registrar's Office  
Vice President for Student Affairs  
Department Offices:  
Accounting  
Business Law  
Finance  
Management  
Marketing  
Master of Business Administration  
Master of Science in Management

## 2 CHRISTIAN BROTHERS RESIDENCE

## 3 (Future Site of ADMINISTRATIVE OFFICES)



## 4 ROLAND HOLROYD SCIENCE CENTER

Department Offices:  
Graduate Human Services Psychology  
Biology  
Chemistry  
Geology/Physics  
Psychology



## 5 OLNEY HALL

Academic Discovery Program  
Art Museum  
Audio-visual Services  
Humanities Lab  
Instructional Materials Center  
La Salle-in-Europe  
Radio Studio  
Sheekey Writing Center  
Department Offices:  
Communication  
Computer Science  
Economics  
Education  
English  
Fine Arts/Music  
Foreign Languages  
Graduate Education  
Graduate Bilingual/Bicultural Studies (Spanish)  
History  
Mathematical Sciences  
Political Science  
Sociology/Criminal Justice/Social Work



## 6 LA SALLE UNION

Assistant to the Vice President for Student Affairs  
BACKSTAGE/Intermissions  
Ballroom  
Cafeteria  
Campus Store

Clubroom  
Dan Rodden Theater  
McShain Conference Suite  
Meeting Rooms  
Money Access Center (MAC)  
Student Life Office  
Union Information Center  
Organization Offices:  
Black Students' League  
Collegian  
Explorer  
Grimoire  
Jazz Band  
La Salle Entertainment Organization  
La Salle Singers  
Students' Government Association  
WEXP Radio

## 7 MC CARTHY STADIUM

## 8 MC CARTHY HALL (EAST)

Textbook Store

## 9 MC CARTHY HALL (WEST)

Military Science/ROTC

## 10 HANK DE VINCENT FIELD

## 11 WISTER HALL

Instructional Computing Lab  
Government Affairs  
(Future Site of Campus Store)  
Department Offices:  
Art  
Graduate Nursing  
Nursing  
Philosophy



## 12 MC SHAIN HALL

Counseling Center  
Honors Center  
Department Offices:  
Religion

## 13 BENILDE HALL

Admissions  
Development  
Financial Aid  
News Bureau

## 14 CAREER PLANNING AND PLACEMENT BUREAU

## 15 ST. HILARY HALL

## 16 ST. JEROME HALL

## 17 RESIDENT LIFE OFFICE/MAILROOM

## 18 ST. ALBERT HALL

## 19 ST. CASSIAN HALL Television Studio

## 20 NORTH HALLS ENTRANCE

## 21 ST. GEORGE HALL

## 22 ST. BERNARD HALL

## 23 ST. DENIS HALL

## 24 ST. KATHARINE HALL

## 25 STUDENT HEALTH SERVICES

## 26 NORTH COMPLEX DINING HALL

## 27 LA SALLE HALL APARTMENTS

Small Business Development Center

## 28 GOOD SHEPHERD

Center for Individual Family Studies  
Clinic for Marriage and Family Therapy  
Department Offices:  
Graduate Religion  
Pastoral Counseling

## 29 INTRAMURAL ATHLETIC FIELDS

## 30 PERSONNEL/PAYROLL/AFFIRMATIVE ACTION (temporary)

## 31 URBAN STUDIES AND SERVICES CENTER (temporary)

## 32 ALUMNI OFFICE (temporary)

## 33 ANNUAL FUND/PUBLIC AFFAIRS (temporary)

## 34 ST. TERESA COURT APARTMENTS

## 35 HAYMAN HALL

Athletics/Recreation  
Sports Facilities  
Kirk Memorial Pool

## 36 ST. EDWARD HALL

## 37 ST. FRANCIS HALL

## 38 (FUTURE SITE OF TOWNHOUSES)

## 39 BUILDING BLOCKS DAYCARE CENTER

## 40 FINE ARTS/PRINT STUDIO

## 41 BELFIELD ESTATE

## 42 PEALE HOUSE

President's Office  
Director of Planning  
Institutional Research

## 43 GATEHOUSE

Communications  
Assistant Vice President for Development

## 44 SECURITY HEADQUARTERS

## 45 GREENHOUSES

## 46 ART MUSEUM ANNEX

## 47 JAPANESE TEA CEREMONY HOUSE

## 48 CONNELLY LIBRARY

## 49 BELFIELD TENNIS COURTS

## 50 PHYSICAL PLANT ADMINISTRATION



INFORMATION FOR HANDICAPPED  
Building Access

Parking (Security will provide assistance)

# LA SALLE UNIVERSITY CAMPUS MAP & DIRECTORY





La Salle University  
Philadelphia, Pennsylvania 19141